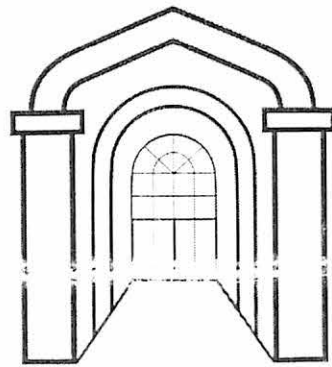


2013-2014 STUDENT HANDBOOK



EAST CENTRAL
COMMUNITY COLLEGE

www.eccc.edu • 1-877-462-3222

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PRESIDENT'S MESSAGE

Dear Student:

East Central Community College (ECCC) recently completed a comprehensive strategic planning process resulting in the development of *2020 Vision*. It is the vision of ECCC to be "Nationally Recognized & Locally Preferred." Your enrollment has contributed, in part, to the realization of that vision, and on behalf of the Board of Trustees, administration, faculty, and staff, I am honored to welcome you to the college. Whether you have enrolled with plans to earn an associate's degree and transfer to a four-year college or university, gain necessary skills through a career-technical program and enter the workforce, or take classes for personal or professional enrichment—we take great pride in being selected as your educational partner and wish you much success in your endeavors while a student at ECCC.

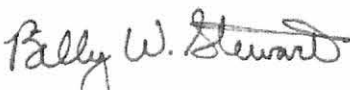
Your choice to continue your education at ECCC is a wise one. At ECCC, you will be surrounded by a group of talented and compassionate faculty members who are committed to excellence in teaching and learning. You will also be met by administrators and staff whose goal is to provide high-quality support services and/or programs that will lead to your success as a college student. In addition, the college offers a comprehensive college experience so you will have occasions to participate in student clubs, organizations, and activities designed to assist you with personal growth and development and to provide opportunities to create wonderful memories with fellow students. We encourage you to become involved in campus life through participation in many of these opportunities.

Whether you're new to the college or returning to continue your studies, you will find the information included in this Student Handbook very useful. The main purpose of this handbook is to provide essential information that will assist you as you pursue your educational aspirations at ECCC. It is also intended to express our college's expectations regarding your conduct as an ECCC student. Please know that the regulations in this Student Handbook addressing your conduct are presented to ensure the safety and well-being of all students and to promote the academic and social purposes of the college. Therefore, it is important that you take personal responsibility for knowing and complying with the information published in this handbook.

It is our sincere hope that your involvement with ECCC will provide you with quality learning experiences as well as a lifetime of fond memories and friendships. We are committed to making your college experience both memorable and enjoyable, and we trust that your success at ECCC will pave the way to a more rewarding future. Please know that your feedback and ideas are important to us, so our faculty, staff, and administrators welcome you in our offices at any time to discuss ways in which we can better meet your educational needs and provide you with a learning experience that is second-to-none!

Once again, welcome to the ECCC family. I look forward to meeting you during the coming year and I look forward to congratulating each of you when you earn your degree, certificate(s), and/or credential(s) from ECCC!

Sincerely,



Billy W. Stewart, Ph.D.
President

Message from the Student Body Association President

On behalf of the Student Body Association, I would like to welcome you to East Central Community College. Whether you are a returning student or an incoming freshman, the Student Body Association is here to help you in any way possible. We are so happy that you have chosen East Central to be your college to further your education.

At East Central, we take pride in all the campus has to offer. East Central is a college where what you put in it, you will get back. EC is what you as a student, make of it. So I challenge you; get involved and leave your mark on the campus, because my EC, is your EC. We hope that you make the best of EC so that your time here will be both memorable and rewarding.

Again, welcome to East Central Community College where we do things the "EC Way: Excellence with Class."

Sincerely,
Allie Killens
SBA President

VISION STATEMENT

East Central Community College will be recognized nationally as a premier community college and locally as the preferred gateway to higher education and training for residents of east central Mississippi due to our focus on students and their success and our commitment to communities and their development.

MISSION STATEMENT

East Central Community College is a public, open-access, comprehensive, two-year institution of higher education that provides university transfer education, distance education opportunities, career-technical programs, workforce development services, and basic skills offerings to meet the educational and training needs of the residents of Leake, Neshoba, Newton, Scott, and Winston counties located in east central Mississippi.

CORE VALUES

The core values of East Central Community College define who WE ARE as an institution. They permeate all that we do and say as an institution, and we pledge ourselves to demonstrate them as we work with our students and communities. These core values include:

- WISDOM – We desire to follow good judgment, clear understanding, and intellectual knowledge in order to achieve the best possible outcome in all situations.
- EXCELLENCE – We commit to the highest professional standards of quality, integrity, and performance in our programs, services, and operations.
- ACCOUNTABILITY – We employ data-driven decision-making, assessment of performance, and evaluation of results in a quest for continuous improvement.
- RESPECT – We acknowledge the value and dignity of each member of the college family and choose to treat one another as we want to be treated.
- ENTHUSIASM – We display a passion and an excitement for our work and believe every day provides opportunities to have a positive impact on the lives of the people we serve and support.
- EFFICIENCY – We pledge to be efficient stewards of the resources entrusted to our care to ensure maximum benefit for the college and the community.
- CREATIVITY – We cultivate an environment that seeks innovative solutions to challenges through exploration, analysis, experimentation, and adaptation.

WE ARE EC!!

ADMISSIONS REQUIREMENTS

Implementation of specific admission policies is the responsibility of the administration and faculty of the institution. East Central Community College ascribes to an "open admissions" policy consistent with all appertaining laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses, counseling, tutorial assistance, etc., that will help the individual student succeed in achieving their educational goals. Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in the selection of the most appropriate program options. There are no programs at East Central Community College designed for transfer to senior institutions that require a minimum ACT score for admission.

East Central Community College is committed to providing excellent post-secondary educational opportunities. East Central does not exclude from participation in, deny the benefits of, or otherwise discriminate against any person in any program or activity of the College on the basis of race, religion, color, national origin, sex, age or disability. This is in compliance with Title VI of Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990 (ADA).

STUDENTS WITH DISABILITIES

Students with disabilities must self-identify to receive accommodations and special services. Identification requires a student to register with the Vice President for Student Services (ADA Coordinator) and present appropriate documentation verifying the disability. Self-identification is voluntary. The Vice President for Student Services (ADA Coordinator) will serve students to the extent that their individual needs are made known and reasonable accommodations can be made.

GENERAL CALENDAR

2013-2014 REGULAR SESSION

First Semester • Fall 2013

New Employee Orientation
Orientation & Registration for New Students
Faculty Meetings and Workshops
Tuition and Fees Due
Residence Halls Open at 8:00 a.m.
Day and Evening Classes Begin
Late Registration Fee Charged
MSVCC Registration Ends
Last Day to Register or Change Classes for Day and Evening
MSVCC Classes Begin
MSVCC Drop/Add
Labor Day Holiday
Last Day to Remove I's of Previous Semester
Mid-Term Ends
Mid-Term Grades Due By 8:00 a.m.
Spring Semester Advance Registration Begins
Last Day to Drop a Day or Evening Course with a W
Last Day to Withdraw from MSVCC Classes
Thanksgiving Holidays
Resume Regular Class Schedule
Last Day of Regular Classes
MSVCC Classes End
Final Examinations
Christmas Holidays Begin for Students
Residence Halls Close at 10 a.m.
Final Day Grades Due by 2:30 p.m.

Fall Intensive Term I 2013

Classes Begin
Last Day to Register for Fall Term II Class
Last Day to Drop a Course with a W
Final Examinations

Fall Intensive Term II 2013

Classes Begin
Last Day to Register for Fall Term II Class
Last Day to Drop a Course with a W
Final Examinations

Second Semester • Spring 2014

New Year's Day
Faculty Return
New Orientation & Registration
Fees Due
Residence Halls Open at 8:00 a.m.
Day & Evening Classes Begin
MSVCC Registration Ends
Last Day to Register or Change Classes for Day and Evening
MSVCC Classes Begin, Course Sites Open
MSVCC Drop/Add
Martin Luther King Holiday
Last Day to Remove I's of Previous Semester
Mid-Term Ends
Mid-Term Grades Due By 8:00 a.m.
Spring Holidays
Resume Regular Class Schedule
Last Day to Drop a MSVCC Course with a W
Good Friday
MSVCC Grades Due
Final Examinations
Final Day Grades Due 12:30 p.m.
Residence Halls Close at 10 a.m.
Commencement at 11 a.m.

August 8, Thursday
August 9, Friday
August 12-13, Monday-Tuesday
August 13, Tuesday
August 13, Tuesday
August 14, Wednesday

August 16, Friday
August 23, Friday
August 26, Monday
August 26-27, Monday-Tuesday
September 2, Monday
September 27, Friday
October 4, Friday
October 9, Wednesday
November 5, Tuesday
November 8, Friday

November 25-29, Monday-Friday
December 2, Monday
December 6, Friday

December 9-12, Monday-Thursday
December 13, Friday

August 14, Wednesday
August 16, Friday
September 20, Friday
October 4, Friday

October 8, Monday
October 9, Wednesday
November 15, Friday
December 9-12, Monday-Thursday

January 1, Wednesday
January 3, Friday

January 5, Sunday
January 6, Monday
January 10, Friday

January 13, Monday
January 13-14, Tuesday-Wednesday
January 20, Monday
February 14, Friday
February 28, Friday
March 5, Wednesday
March 10-14, Monday-Friday
March 17, Monday
March 28, Friday
April 18, Friday
April 25, Friday
May 5-8, Monday-Thursday
May 9, Friday
May 10, Saturday

Spring Intensive Term I 2014

Classes Begin
Last Day to Register for Spring Term I Class
Last Day to Drop a Course with a W
Final Examinations

Spring Intensive Term II 2014

Classes Begin
Last Day to Register for Spring Term II Class
Last Day to Drop a Course with a W
Final Examinations

SUMMER 2014 SESSION

Three-Week Classes

Classes Begin at 8:00 a.m.
Last Day to Register
Last Day to Drop a Course with a W
Memorial Day (Holiday)
Three-Week Ends
Final Examinations

Summer I Term 2014

Classes Begin for Summer I
Last Day to Register for Summer I
Last Day to Drop a Course with a W
Summer I Ends
Final Examinations

Summer II Term 2014

Classes Begin for Summer II
Last Day to Register for Summer II
Fourth of July Holiday
Last Day to Drop a Course with a W
Summer II Ends
Final Examinations

SUMMER 2014 ORIENTATION SCHEDULE

Saturday, June 7 • Friday, June 20
Friday, July 11 • Friday, August 8

CLASS TIME SCHEDULE

MONDAY/WEDNESDAY/FRIDAY

8:00-8:50
9:00-9:50
10:00-10:50
11:00-11:50
12:00-12:50
1:00-1:50
1:00-2:15
2:00-2:50/3:15
3:30-4:45

TUESDAY/THURSDAY

8:00-9:15
9:25-10:40
10:45-11:25 (Activity Period)
11:30-12:45
12:55-2:10
1:00-2:15
2:20-3:35
3:30-4:45

January 6, Monday
January 8, Wednesday
February 14, Friday
February 28, Friday

March 3, Monday
March 5, Wednesday
April 17, Friday
May 5-8, Monday-Thursday

May 12, Monday
May 13, Tuesday
May 23, Friday
May 26, Monday
May 29, Thursday
May 30, Friday

June 2, Monday
June 3, Tuesday
June 20, Tuesday
June 26, Thursday
June 27, Friday

July 1, Tuesday
July 2, Wednesday
July 4, Friday
July 25, Friday
July 30, Wednesday
July 31, Thursday

CAMPUS SERVICES AND RESOURCES

In addition to the teaching faculty, East Central Community College has employed several individuals whose primary responsibilities center around delivering support services to the student body. The following is a list of those campus services and resources and the persons you may contact regarding them.

<u>Admissions</u>	Deanna Rush, Director of Admissions and Records (Student Union Building)
<u>Advising Concerns</u>	Michael Alexander, Academic Counselor (Student Union Building)
	Lanette Hanna, Academic Counselor (Student Union Building)
	Amanda Walton, Workforce Education Counselor (Career-Technical Building)
<u>Advisor Assignments</u>	Admissions (Student Union Building)
<u>Athletics</u>	Chris Harris, Athletic Director (Physical Education Building)
<u>Band</u>	Hunter Corhern, Director of Bands (Vickers Fine Arts Center)
<u>Bookstore</u>	Michaelle Smith, Bookstore Manager (Campus Bookstore, Student Union Building)
<u>Campus Police</u>	Mitch McCleon, Campus Chief of Police (Campus Police Office)
<u>Career Information</u>	Romonica Evans, Recruiter/Career Center Director (Student Union Building)
<u>Emergency Phone Center</u>	Brenda Cheatham, Administrative Assistant (Student Union Building)
<u>Financial Assistance</u>	Brenda Carson, Director of Financial Aid (Student Union Building)
<u>First Year Experience</u>	April Watson, First Year Experience Instructor
<u>Food Service</u>	Lisa Gainey, Food Service Manager (Mabry Memorial Cafeteria)
<u>Graduation</u>	Dr. Teresa Houston, Vice President for Instruction
<u>Housing</u>	TBA, Director of Housing and Student Activities (Student Union Building)
<u>Information Center</u>	Brenda Cheatham, Administrative Assistant (Student Union Building)
<u>Insurance</u>	Deanna Rush, Director of Admissions and Records (Student Union Building)
<u>Intramurals</u>	Gray Massey, Crandal Porter and Kristen Chaney, Coaches (Brackeen-Wood Gymnasium)
<u>Library</u>	Leslie Hughes, Librarian (Burton Library)
<u>Loans</u>	Angela Bradley, Assistant to the Director of Financial Aid (Student Union Building)
<u>Lost and Found</u>	Keli Barrett, Administrative Assistant (Student Union Building)
<u>Mail/Mail Box Rental</u>	James Miller, Dean of Students (Student Union Building)
<u>Military Benefits</u>	Jessica Gibson, Admissions (Student Union Building)
<u>Mississippi Virtual Community College</u>	Dr. Chris Jenkins or Samantha Buckley (Student Union Building)
<u>Part-Time Student Employment</u>	Felicity Broderick, Assistant to the Director of Financial Aid (Student Union Building)
<u>Payment of Fees</u>	Mickey Vance, Vice President for Business Operations (Administration Building)
<u>Personal Problems</u>	Michael Alexander, Academic Counselor (Student Union Building)
	Lanette Hanna, Academic Counselor (Student Union Building)
<u>Publicity Information</u>	Bubby Johnston, Vice President for Public Information (Huff Auditorium)
<u>Registration Process</u>	Deanna Rush, Director of Admissions and Records (Student Union Building)
<u>Residence Hall Council</u>	TBA, Director of Housing and Student Activities (Student Union Building)
<u>Residence Hall Keys and Maintenance</u>	TBA, Director of Housing and Student Activities (Student Union Building)
<u>Roommate Concerns</u>	TBA, Director of Housing and Student Activities (Student Union Building)
<u>Scholarships</u>	Brenda Carson, Director of Financial Aid (Student Union Building)
<u>Student Government</u>	TBA, Director of Housing and Student Activities (Student Union Building)
<u>Student Activities</u>	TBA, Director of Housing and Student Activities (Student Union Building)
	Allie Killens, SBA President (Student Union Building)
<u>Student Newspaper</u>	Gennie Phillips, TOM-TOM Sponsor (Huff Auditorium)
<u>Student Organizations</u>	TBA, Director of Housing and Student Activities (Student Union Building)
<u>Success Center</u>	Mary Boulton (Student Union Building)
<u>Veterans Information</u>	Jessica Gibson, VA Representative (Student Union Building)
<u>Work Study</u>	Felicity Broderick, Assistant to the Director of Financial Aid (Student Union Building)
<u>Yearbook</u>	Gennie Phillips (Huff Auditorium)

FACULTY ADVISORS

Agriculture
Art
Associate Degree Nursing

Athletics
Athletic Training
Automotive Technology
Biology/Chemistry

Business Administration

Business Education
Carpentry and Cabinet Making
Collision Repair Technology
Computer Network Support Technology

Computer Science

Computer Programming Technology

Cosmetology/Cosmetology Teacher Training

Culinary Arts Technology
Dental Hygiene

Drafting and Design Technology

Early Childhood Education

Electrical Technology

Elementary Education
EMT
Engineering

Forestry
Health Information Management

Heating and Air Conditioning Technology
Hotel/Restaurant Management Technology
Liberal Arts

Medical Office Technology

Medical Billing and Coding

Medical Technology

Michael Alexander
Christopher Brady
Denita Thomas
Dr. Evadna Lyons
Sherry Cantey
Lisa Gorgas
Lori Luke
Melanie Pinter
Paula Russum
Christy Savell
Martie Vaughn
Kristin Chaney
Scott Hill
Greg Holecamp
Peggy Clayton
Sharon Fisher-LeJeune
Dan Derrington
Ruth Gregory
Wanda Hurley
Vikki McNair
Nancy Jones
Luke Howell
Laura Sullivan
Thomas Fortenberry
Deborah Gordon
Dr. Lisa McMillin
Stella Dickerson
Brenda Johnson
Wanda Brackeen
Carla Ja'Come-Cluff
Barry Karrh
Patti Davis
Curt Skipper
Chris Ryals
Polly Mayes
Sheri Anders
Debra Payton
John Everett
Matthew Shelley
Marc McCool
TBA
Robin Fulton
Chris Davis
Michael Alexander
Patti Davis
Kim Hardy
Curt Skipper
Eddie Bowles
Lisa O'Neill
Jason Armstrong
Tanya Boler
Rachel Tyson
Dr. Phillip Crenshaw
Ann Durham
Pam Fowler
James Jackson
Kevin Ryals
Carol Shackelford
Lynne Smith
Stacey Pollock
Christy Ferguson
Judith Hurtt
Christy Ferguson
Judith Hurtt
Patti Davis
Curt Skipper

Microcomputer Technology

Music
Music (Instrumental)

Music (Piano)
Music (Vocal)
Occupational Therapy

Office Systems Technology

Physical Education
Physical Therapy

Physics
Poultry Science
Practical Nursing

Precision Manufacturing
and Machining Technology
Pre-Dentistry

Pre-EMT
Pre-Medicine

Pre-Nursing

Pre-Optometry

Pre-Pharmacy

Pre-Respiratory Therapy
Pre-Surgical Technology
Pre-Veterinary Medicine

Psychology
Residential Carpentry
Secondary Education

Sports Medicine
Surgical Technology

Welding and Cutting
Wildlife and Fisheries Science

Christy Ferguson
Judith Hurtt
Chas Evans
Ed Girling
Hunter Corhern
Natalie Emmons
Vicki Blaylock
Patti Davis
Curt Skipper
Christy Ferguson
Judith Hurtt
Scott Hill
Patti Davis
Curt Skipper
Dr. Rasheed Adebisi
Michael Alexander
Theresa Cole
Alicia Lundstrom

Danny Gressett
Amy Denson
Sharon Fisher-LeJeune
TBA
Amy Denson
Kim Hardy
Sharon Fisher-LeJeune
Dan Derrington
George Alexander
Denita Thomas
Dr. Evadna Lyons
Dr. Sherry Cantey
Lisa Gorgas
Lori Luke
Melanie Pinter
Paula Russum
Christy Savell
Martie Vaughn
Amy Denson
TBA
Amy Denson
TBA
TBA
Denita Thomas
Amy Denson
TBA
Sharon Fisher-LeJeune
Susan Fox-Smith
Nancy Jones
Cathy May
Vikki McNair
Scott Hill
Kristie Pilgrim
LeAnn Shirley
Gerald Jordan
Curt Skipper

TELEPHONE NUMBERS

Admissions:	635-6207	Campus Police Chief	601-357-0357/635-6268
Athletics:	635-6310	Director of Housing/Student Activities	601-635-6213
Activity Center:	635-6126	East Central Community College	635-2111
BSU:	635-2481	Fire Department	635-2000
Burton Library:	635-6219 or 635-6220	Jackson Hall Supervisor	635-6247
Barber Hall Supervisor:	635-6459	Maintenance	635-6266
Business Office:	635-6335	Sheriff's Department	635-2101
Cafeteria:	635-2979	Student Grill	635-3873
Career Technical Office	635-6210	Student Services	635-6205
Child Care Center	635-3285	Todd Hall Supervisor	601-635-6213
Campus Police	635-6268	Valley Food Services, Inc. Cafeteria	635-2979
Campus Police Cell Phone	601-527-8939	Valley Food Services, Inc. Student Grill	635-3873

DEPARTMENT CHAIRPERSONS

Career-Technical: Wayne Eason
 Communications: Carol Shackelford
 Fine Arts: Vicki Blaylock
 Healthcare Education: Denita Thomas
 Mathematics: Dr. Lisa McMillin
 Science: Curt Skipper
 Social Science, Business Administration and Education: Wanda Hurley

EXPENSES FOR THE 2013-2014 REGULAR SESSION (ALL FEES ARE SUBJECT TO CHANGE WHEN DEEMED NECESSARY)

FIRST SEMESTER

	Dormitory Student	Day Student
Matriculation Fee	\$ 990.00	\$ 990.00
Technology Fee (Non-Refundable)	\$ 30.00	\$ 30.00
Registration Fee (Non-Refundable)	\$ 40.00	\$ 40.00
Publication Fee	\$ 20.00	\$ 20.00
Activity Fee	\$ 5.00	\$ 5.00
Room Fee	\$ 675.00	
Room Fee-Barber Hall	\$ 775.00	
Board (5 day meal plan)	\$ 790.00	
Board (7 day meal plan)	\$ 970.00	

SECOND SEMESTER

Matriculation Fee	\$ 990.00	\$ 990.00
Technology Fee (Non-Refundable)	\$ 30.00	\$ 30.00
Registration Fee (Non-Refundable)	\$ 40.00	\$ 40.00
Publication Fee	\$ 20.00	\$ 20.00
Activity Fee	\$ 5.00	\$ 5.00
Room Fee	\$ 675.00	
Room Fee-Barber Hall	\$ 775.00	
Board (5 day meal plan)	\$ 790.00	
Board (7 day meal plan)	\$ 970.00	

Out of state and out of country students will pay a \$1,050 out of state fee each semester. For the out-of-state fee to be waived, the following criteria must be satisfied:

- a) The nonresident student was born in the State of Mississippi but subsequently relocated and resided outside the state as a minor under the care of the minor's father or mother, or both;
- b) The nonresident student is a veteran who served in the Armed Forces of the United States; and
- c) The nonresident student is domiciled in Mississippi no later than six (6) months after the non-residents student's separation from service, as evidenced by a Report of Separation from Military Service or other military discharge document, for the purpose of enrolling in a state institution of higher learning or a community or junior college.

Telephones are available for students who choose to pay the fee to receive these services. Basic Cable and Internet is included in your dorm fee. If you want to upgrade your cable TV, please contact Mediacom. Contact should be made directly to Mediacom at 1-800-824-8625 and/or Decatur Telephone Company at 635-2251.

Each dormitory student is required to purchase a meal plan. Students who prefer the Deferred Payment Plan may pay their board in the following way:

FIRST SEMESTER (5 day)	FIRST SEMESTER (7 day)
1. \$264.00 (Upon Entrance)	\$324.00 (Upon Entrance)
2. \$263.00 (Due September 19, 2012)	\$323.00 (Due September 19, 2012)
3. \$263.00 (Due November 1, 2012)	\$323.00 (Due November 1, 2012)
SECOND SEMESTER (5 day)	SECOND SEMESTER (7 day)
1. \$264.00 (Upon Entrance)	\$324.00 (Upon Entrance)
2. \$263.00 (Due February 13, 2013)	\$323.00 (Due February 13, 2013)
3. \$263.00 (Due April 2, 2013)	\$323.00 (Due April 2, 2013)

GENERAL INFORMATION

- There is no special charge for music or business courses for full-time students. There is a \$20.00 fee for laboratory science courses. There are also various fees for A.D.N., LPN, Surgical Technology, EMT, Healthcare Assistant, Cosmetology, Child Development Technology and Electrical Technology.
There is also a \$40.00 fee for each online course that a student enrolls in. Please contact the ECCC Business Office for specific fees in the aforementioned programs.
- If the deferred payment plan is used and these payments are not met, there will be an additional charge of \$5.00 added to the account.
- There is a \$10.00 ID Fee per school year.
- There is a \$10.00 Parking Fee per school year.
- There is a \$30.00 Technology Fee, \$40.00 Registration Fee \$20.00 Publications Fee (fall and spring only) and \$5.00 Activity Fee (fall and spring only) per semester. All of these fees are Non-Refundable.
- All fees are payable in advance on the date due as indicated in the "Board Calendar."
- All students who fail to clear their accounts with the college seven (7) school days prior to the starting date for examinations each semester will be dropped from school. A written notice will be mailed to the student when this action is taken.
- All students who expect to register for the fall semester as scheduled should complete admission requirements by August 1. Students who have not registered as scheduled in the bulletin will be assessed a late registration fee.
- Students taking fewer than 12 semester hours are considered part-time. All part-time students will pay fees at the rate of \$95.00 per hour for tuition, \$3.00 per hour Technology Fee, \$4.00 per hour Registration Fee \$2.00 per hour Publications Fee (fall and spring only), and \$1.00 per 3 hours Activity Fee (fall and spring only) at the time they register.
- Adults 65 years of age or older may attend East Central Community College with matriculation fees waived through the Vice President for Student Services. Adults 65 years of age or older will be responsible for all other applicable fees.
- East Central Community College reserves the right to change any charges published if it should become necessary.

ALL FEES ARE SUBJECT TO CHANGE WHEN DEEMED NECESSARY.

REFUNDS

A student who withdraws from college will be entitled to a refund, on a prorated basis, as stated in the college catalog in the expense section. Refunds are made only when a student has followed the proper withdrawal procedure as directed by counselors and/or Director of Admissions.

Upon withdrawal, if prior to the end of the third calendar week of each semester, the student's account is adjusted in the following manner:

- The full-time student's account is credited for:
 - 100% of the Matriculation Fee (During Registration)
 - 75% of the Matriculation Fee (First Calendar Week)
 - 50% of the Matriculation Fee (Second Calendar Week)
 - 25% of the Matriculation Fee (Third Calendar Week)
 - No adjustment is made to charges after the third calendar week.
- Part-time students will not be granted tuition refunds after the first class meeting.
- Students who drop from full-time status to part-time status will be required to withdraw from the residence hall.
- The refund policy of East Central Community College for Veterans, Veterans' widows, or War Orphans enrolled under Chapter 30 or 35 is a pro-rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.
- There will be no refund of dormitory room rent.
- The student's account is credited for uneaten meals as prorated per week for the remaining weeks in applicable board period in addition to the board amount for any remaining full board period.
- If a student is receiving any type of institutional scholarship and the date of withdrawal is prior to the scholarship update, the amount of the scholarship earned for period of attendance is calculated by:

$$\left(\frac{\text{Number of full weeks in attendance}}{\text{Total number of weeks in semester}} \right) \times \text{Original Scholarship}$$
 The amount is reported to the Director of Financial Aid so that this scholarship amount may be adjusted in computer files to update the correct amount to the student's account at the proper time.
- If the student is receiving any type of institutional scholarship and the date of withdrawal is after the scholarships have been updated to the student's accounts, the amount charged back to the student's account is calculated by:

$$\left(\frac{\text{Number of full weeks remaining in Semester after withdrawal}}{\text{Total number of weeks in semester}} \right) \times \text{Original Scholarship}$$
 This adjustment to the scholarship is reported to the Director of Financial Aid so that Financial Aid records reflect the actual scholarship amount credited to the student's account.

Exceptions are made in G and H when the coach, band director, sponsor of the activity, etc., indicates that the student fulfilled his/her obligation in that particular semester for the appropriate activity.

- I. Once the student's account has been properly adjusted, the account balance should reflect the actual charges for the period the student officially attended East Central for the semester. Any credit balance is immediately refunded to the student by check mailed to the address indicated in the student master file. If there is a balance shown on the account, the account must be cleared before official withdrawal or business office personnel must determine the approved financial aid is available to cover the student's adjusted charges.
- J. Students receiving Title IV Aid and withdrawing from school will have to adhere to the following refund policy:
If the student withdraws prior to 60% of the semester having been completed, then the student will receive only federal aid for the portion of the semester that has been completed. Adjustments to the student's account will be based on current school policy.
- K. Appeals for refunds due to extenuating circumstances should be made through the President of the College.

SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in the Summer Schedule, a copy of which may be obtained on request from the Director of Admissions, Records and Research of the college.

STUDENT ACCOUNTS

Payments of student's expenses may be made by cash, check, credit card (Visa, Master Card), or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE. The college will keep money or other valuables in its vault on request. There will be a charge of \$25.00 for all checks returned as NSF or Stop Payment. The Student will be responsible for any collection fee charges should the account be referred to collection.

STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office
East Central Community College
P. O. Box 129
Decatur, MS 39327
Telephone: (601) 635-6218

FINANCIAL AID PROGRAMS

FEDERAL AND STATE PROGRAMS - Funding for these programs is provided by the federal and state governments.

FEDERAL PELL GRANT - Federal Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of financial aid, to which aid from other federal and non-federal sources may be added.

An undergraduate student who does not have a first Bachelor's Degree and who is enrolled in an eligible program may apply for a Pell Grant.

To determine a student's eligibility for the grant, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information reported on the application for a Pell Grant. The formula calculates an Expected Family Contribution (EFC). The Student Aid Report contains this number and will tell whether a student is eligible for a Pell Grant. Awards for the academic year will depend on program funding. How much a student actually gets will depend on the Expected Family Contribution, the cost of education at East Central, whether a student is a full-time or part-time student, and how long a student will be enrolled in the academic year.

Four to six weeks after submitting the Free Application for Federal Student Aid, or sooner if completed online with an email address, a student will be sent the Student Aid Report (SAR) by the Central Processing System. Once the SAR is received either from the student or electronically, the Financial Aid Office will then be able to determine a student's eligibility and the amount of the Pell Grant.

A Pell Grant is classified as gift aid; therefore, it does not have to be repaid.

STATE OF MISSISSIPPI TUITION GRANTS - The State of Mississippi established the following grant programs in 1995 for eligible Mississippi residents: the Mississippi Resident Tuition Assistance Grant (MTAG) and the Mississippi Eminent Scholars Grant (MESG). Online applications, which must be completed and submitted at www.mississippi.edu by September 15, or the deadline established each year by the Institutions of Higher Learning, are required to apply for these grants.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) - The Supplemental Educational Opportunity Grant provides grant funds for undergraduate students who have not completed their first undergraduate degree and who are financially in need of this grant to enable them to pursue their education. FSEOG funds must be awarded first to students with exceptional financial need and priority must be given to Pell Grant recipients. At East Central these grants generally are awarded in amounts ranging from \$200 - \$600. Like other grants, the FSEOG does not have to be repaid.

WORK STUDY - East Central Community College participates in two types of work-study: Federal Work Study and Institutional Work-Study. Students who need a job to help pay for their education may be eligible for part-time employment under the federally supported work study program. Funds for the federal program are limited and students must demonstrate financial need. The normal work load at East Central is 5 to 10 hours per week. Students participating in the Work-Study program are paid the current minimum wage per hour and are paid on a monthly basis.

WILLIAM D. FORD DIRECT STAFFORD LOAN – A Direct Loan is a low-interest loan made to the student by the U.S. Department of Education to help with educational expenses. The interest rate for subsidized and unsubsidized Direct loans for undergraduate borrowers for loans disbursed July 1, 2013 and after will be based on the 10-year Treasury bill plus a percentage add-on of 2.05% with a cap of 8.25%. The maximum amount an undergraduate student may borrow under this program is \$3,500 for the first year in the program of study and \$4,500 for the second year in the program of study. A dependent undergraduate can borrow up to an additional \$2,000 unsubsidized Direct Loan per year. An independent undergraduate can borrow up to an additional \$6,000 unsubsidized Direct Loan. Direct Loans are available to students who maintain at least half-time enrollment (six hours). For eligible students the application process consists of several steps and requires the student to sign a promissory note. An entrance counseling session is required for all first-time borrowers prior to the first loan disbursement. A student must begin repaying the loan six months after graduating, leaving school, or dropping below at least half-time enrollment. Two types of Federal Direct Loans are available: Subsidized Federal Direct Loans and Unsubsidized Federal Direct Loans. The combination of Subsidized and Unsubsidized Federal Direct Loans may not exceed the annual loan limits for the Federal Direct Loan program. A borrower's subsidized loan is determined by calculating the difference between the borrower's financial need and the amount of estimated financial assistance (such as scholarships, grants, work, other loans, etc.) a borrower's unsubsidized loan amount is determined by calculating the difference between the borrower's cost of attendance for the period of enrollment for which the loan is intended and the amount of the estimated financial assistance. A borrower must pay certain loan fees which are deducted proportionately from each loan disbursement.

DIRECT PLUS LOAN – The Direct PLUS Loan Program is not based on need. PLUS loans are for the parents of dependent students. These loans provide additional funds for education expenses. The interest rate for these loans disbursed after July 1, 2013 will be based on the 10-year Treasury bill plus a percentage add-on of 4.6% with a cap of 10.5%. Direct PLUS Loans are made by the U.S. Department of Education. PLUS enables parents to borrow up to the difference between the student's cost of attendance and the amount of estimated financial assistance. A borrower must pay certain loan fees which are deducted proportionately from each loan disbursement. For the PLUS loan, loan fees are generally 4% of the loan amount. A separate application is required to apply for the PLUS loan. Generally repayment of the PLUS loan begins with 60 days of the disbursement of the loan.

INSTITUTIONAL SCHOLARSHIPS - East Central Community College provides funds for and offers various scholarships to eligible students.

ACADEMIC ACHIEVEMENT SCHOLARSHIPS - The Academic Achievement Scholarships were established at East Central Community College effective at the beginning of the 1996 fall semester. The Academic Achievement Scholarships are available to any Mississippi resident who enrolls as a full-time student at East Central Community College the fall semester following his/her high school graduation. Each student must have a high school grade point average of 3.0 or better on a 4.0 scale (90 or higher numerical average) to be eligible for this scholarship. Students who have ACT scores of 20 or above will not be eligible to receive both the ACT Scholarship and Academic Achievement Scholarship. The Academic Achievement Scholarships will be available to eligible students for four (4) consecutive semesters, provided each awarded maintains a 2.5 GPA for the first semester and a cumulative 3.0 GPA for the second and third semesters at ECCC. A scholarship in the amount of \$100 will be awarded each semester to each eligible student.

ACHIEVEMENT RECOGNITION SCHOLARSHIPS - Achievement Recognition Scholarships will be awarded to individuals who receive the following honors: Choctaw Indian Princess, in-district Distinguished Young Woman (formerly Junior Miss) winners, Miss East Central Mississippi, Miss Hospitality, Miss Neshoba County, Miss Newton County, and Miss Morton. Full tuition scholarships will be awarded to those eligible students who enroll as full-time students at East Central Community College the fall semester following high school graduation. The scholarships will be available to the students for four (4) consecutive semesters provided each student maintains a 2.5 GPA for the first semester and a cumulative 3.0 GPA for the second and third semesters. Any student, who does not maintain the required GPA and is removed from scholarship, may have the scholarship reinstated by earning the required GPA the following semester.

ACT SCHOLARSHIPS - The ACT Scholarships listed below will be available to any Mississippi resident who enrolls full-time at East Central Community College the fall semester following high school graduation or the first regular semester after having received the GED. The ACT Scholarship will be available to the student for four (4) consecutive semesters provided the student maintains a B (3.0) average each semester. See Financial Aid Policies for further requirements. Composite on tests:

ACT Composite (20-23)--A scholarship in the amount of \$100 will be awarded each semester to the eligible student.

ACT Composite (24-26)--A scholarship in the amount of \$300 will be awarded each semester to the eligible student.

ACT Composite (27-30)--A scholarship in the amount of \$895 will be awarded each semester to the eligible student.

ACT Composite (31-36)--A full scholarship (matriculation fee, room and board) will be awarded each semester to the eligible student.

AGE 65 PLUS TUITION SCHOLARSHIP - A scholarship in the amount of tuition will be available for any adult 65 years of age or older who enrolls at East Central Community College. The recipient will be required to meet admission requirements and will be responsible for all other applicable fees. In order to receive the scholarship, the student must complete a scholarship application form and submit it to the Office of the Vice President for Student Services for eligibility to be verified.

ART SCHOLARSHIPS - The Art Department awards art scholarships to students majoring in art who meet the established criteria.

Art Majors: Two full-tuition scholarships are awarded to art majors with the highest GPA's after their first semester.

(1) Art scholarship recipients must maintain a 3.0 gpa in art courses.

(2) Art major scholarship recipients must maintain a 2.0 gpa in other academic courses.

Art Service Scholarships: Eight one-half tuition art service scholarships are awarded to students who:

(1) Submit a student information sheet and a minimum of five art works on the portfolio day announced in the spring semester at the district high schools;

- (2) Agree to enroll full-time at East Central; and,
- (3) Declare art as their major.

These scholarships are service-based; therefore, recipients will be required to provide service to the College by:

- (1) Assisting with set designs for the dinner theater and musical productions;
- (2) Designing layouts for art shows, drama productions or the like; and,
- (3) Serving as lab assistants for art and ceramic labs performing the following tasks: firing kilns, loading and unloading kilns, mixing ceramic glazes, clay preparation, and general art lab maintenance.

Service scholarship recipients will be given an opportunity to apply for the two full-tuition art scholarships at the end of the fall semester.

ATHLETIC SCHOLARSHIPS - All Athletic Scholarships are awarded by the respective coaches in baseball, basketball, football, golf, soccer, tennis, and women's softball. The athlete must meet the eligibility requirements of East Central Community College, the Mississippi Community and Junior College Association, and the National Junior College Athletic Association. The scholarships are awarded in whole dollar amounts up to a full scholarship, to include tuition, room, and board, for basketball and football. Baseball, golf, soccer, tennis and women's softball scholarships are awarded each semester in whole dollar amounts up to the amount of matriculation (tuition) and fees.

BAND SCHOLARSHIPS - Band Scholarships are awarded by the head band director to full-time students. The scholarships are awarded by audition, for the Wall O' Sound marching band, concert band, jazz band, percussion ensemble, Centralettes and Collegians. Scholarship amounts vary depending upon participation in the various groups.

CHEERLEADER SCHOLARSHIPS - Cheerleader Scholarships are awarded to seventeen students (sixteen cheerleaders and one mascot) who are selected by a committee. The scholarships are awarded in the following amount each semester: Matriculation fee for each semester.

FIRST COURSE FREE SCHOLARSHIP - East Central Community College provides a scholarship to encourage adults who have not previously attended college to enroll. Any adult in the ECCC five-county district registering as a part-time student, who has not previously enrolled in college, and who otherwise meets requirements may take the first college credit course tuition free at any location in the district. The student will be responsible for any applicable fees.

For purposes of this scholarship, an adult is anyone over 21 years of age who has graduated from high school or who has passed the GED Test and has been out of high school for more than one year. The tuition scholarship will be awarded for the first course only. In order to receive the scholarship, the student must complete a scholarship application form and submit it to the Director of Adult and Continuing Education or the Vice President for Student Services for the student's eligibility to be verified.

MISSISSIPPI JUNIOR ACADEMY OF SCIENCES SCHOLARSHIP - The Mississippi Junior Academy of Sciences Scholarships were established at East Central Community College effective at the beginning of the 1996 fall semester. Eligible students will receive full tuition scholarships each semester for a maximum of four semesters. These scholarships will be available to any Mississippi resident who is a winner in the Mississippi Junior Academy of Sciences competition and enrolls as a full-time student at East Central Community College the fall semester following his/her high school graduation. The Mississippi Junior Academy of Sciences Scholarships will be available to the eligible students for four consecutive semesters; fall and spring only, provided the students maintain a 3.0 GPA each semester they are at East Central.

MUSIC SCHOLARSHIPS - Music scholarships are awarded in the following areas: Music Major (voice and piano), Ac'cents, and Choir.

Music Major (voice and piano) - The Music Department awards tuition scholarships to four students in voice and four students in piano each year provided that they meet the criteria established by the department.

Recipients must:

1. Declare music as their major,
2. Audition before the music faculty,
3. Enroll as full-time students.
4. Maintain a 2.0 grade point average overall with a 3.0 in music, and
5. Perform as member of a vocal performing group (voice music major) or perform as a member of any music performing group (piano music major).

Ac'cents - The Choral Department awards scholarships to students who are selected for the East Central Ac'cents, a small vocal ensemble. Students are selected for this group by audition. The amount of each scholarship is full tuition per semester.

Concert Choir - These scholarships are awarded to full-time students who are members of the concert choir. The scholarships are in the amount of one-half tuition per semester and are awarded by the choir director to selected students.

NON-TRADITIONAL STUDENT TUITION SCHOLARSHIP FOR FULL-TIME STUDENTS - The non-traditional student tuition scholarship will be available to any qualified Mississippi resident 23 years of age or older at the time of initial enrollment, who enrolls full-time at East Central Community College in Decatur. The scholarship will be available to the student for three (3) consecutive semesters following the first twelve semester hours earned as either a part-time or full-time student at East Central. To be eligible, a recipient:

1. Must enroll as a full-time academic, technical, or medical field student on the Decatur campus;
2. Must have earned all previous college credit as a student at East Central;
3. Must have earned a minimum of 12 semester hours but no more than 21 semester hours of college credit as either a full-time or part-time student at East Central Community College;
4. Must have demonstrated the capacity and a strong desire to obtain a college education by maintaining a 3.0 GPA or higher for each previous semester at East Central;

5. Must complete a scholarship application form and submit it to the Vice President for Student Services' office; and,
6. Must show potential for leadership, academic excellence, and have high moral standards and good character as documented by two letters of recommendation.

The recipients will be selected by the College Scholarship Committee from students who meet the criteria listed above.

- Proceeds from the scholarship will be credited to the recipients' account in the Business Office and may be used to pay for tuition only. Any student awarded the non-traditional student scholarship must maintain a B (3.0) average each semester and must remain enrolled as a full-time student to retain the scholarship. (See Financial Aid Policies for further requirements.)

SALUTATORIAN SCHOLARSHIPS - A scholarship in the amount of one-half tuition will be available to the salutatorians of Mississippi high schools who enroll full-time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester. (See Financial Aid Policies for further requirements.)

STAR STUDENT SCHOLARSHIPS - A scholarship in the amount of tuition will be available to the star students of Mississippi high schools who enroll full-time at East Central Community College the fall semester following graduation. The scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

TWO-FOR-ONE SCHOLARSHIP - In an effort to assist dislocated workers, East Central Community College offers a special Two-for-One Scholarship for part-time students. Dislocated workers who enroll as part-time students in any academic or technical class may receive a scholarship to cover the costs of tuition and fees for a second three-hour course from a designated list. In general, a dislocated worker is a person who is receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation or who has been laid off or received a lay-off notice from a job. To be eligible, the student must meet all regular admission requirements and may not exceed 11 credit hours including the designated course. In order to receive the scholarship, the student must complete a scholarship application and provide documentation to prove the dislocated worker status each semester that the scholarship is requested. The scholarship application and documentation must be submitted to the ECCC WIA Dislocated Worker Office for the student's eligibility to be verified.

TOM-TOM SCHOLARSHIPS - A scholarship in the amount of tuition per semester will be awarded to the editor and one-half tuition per semester scholarship will be awarded to the assistant editor of the College's student newspaper.

VALEDICTORIAN SCHOLARSHIPS - A scholarship in the amount of tuition will be available to the valedictorians of Mississippi high schools who enroll full-time at East Central Community College in the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester. (See Financial Aid Policies for further requirements.)

WO-HE-LO SCHOLARSHIPS - A scholarship in the amount of tuition per semester will be awarded to the editor and one-half tuition per semester scholarship will be awarded to the assistant editor of the College's student yearbook.

CAREER-TECHNICAL SCHOLARSHIPS - These scholarships are available in the skill areas which are part of programs offered at East Central. The career/technical counselor will make the awards to the winners.

To receive a FBLA, VICA, or Outstanding Student Scholarship, the student must enroll full-time at East Central Community College the fall semester following high school graduation and must enroll in the program area for which the scholarship was awarded.

To retain the FBLA, VICA, or Outstanding Student Scholarship, a student must maintain a 3.0 GPA each semester. Any student who does not maintain a 3.0 GPA is removed from the scholarship. The scholarship will be reinstated if the student earns a 3.0 GPA the following semester.

1. A scholarship of one-half tuition per semester for four semesters will be awarded to the outstanding senior student from each Cluster Area of the Career/Technical centers in the East Central Community College District. The recipient will be selected by the Director and teachers at each center in consultation with East Central's Vo-Tech Counselors and Instructors.
2. A scholarship of one-half tuition per semester for four semesters will be awarded to the first place winners in the skill contests from the District Skills USA Mississippi, District HOSA, District DECA, District FFA and District TSA competitions.
3. A scholarship of tuition per semester for four semesters will be awarded to the first place winners in the skill contests from the State Skills USA Mississippi, State FBLA, State HOSA, State DECA, State FFA and State TSA competitions.
4. A full scholarship (matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the National High School Skills USA, National FBLA, National HOSA, National DECA, National FFA and National TSA competitions.

CAREER-TECHNICAL NON-TRADITIONAL GENDER - This one-half tuition per semester scholarship is awarded to one student from each Career/Technical Center in the EC district. The student must enroll the fall semester after high school graduation, must maintain a 3.0 gpa and enroll in a non-traditional gender program.

YOUTH CHALLENGE GED SCHOLARSHIPS - The Youth Challenge GED Scholarships were established at East Central Community College effective the fall semester of 1995. Eligible students will receive scholarships equal to one-half the amount of tuition per semester. These scholarships will be available to any Mississippi residents who graduate from the Youth Challenge Program conducted by the Mississippi National Guard at Camp Shelby, Mississippi. The youth challenge program is designed to assist teenage high school dropouts. The program involves six months of intensive physical and mental training designed to instill discipline and to prepare the students to take the GED test. Program sessions are conducted twice a year from January until June and from July until December. The scholarships will be available for eligible students for four consecutive semesters provided each eligible student maintains a 2.5 GPA each semester he/she is enrolled at East Central. Specific requirements for the scholarship include a successful completion of the Youth Challenge Program and a favorable recommendation by the director of the Youth Challenge Program.

ENDOWED AND OTHER SPECIAL SCHOLARSHIPS - Endowed and Other Special Scholarships are funded by individual and group donations and are made available to eligible students according to each scholarship's guidelines. Please note that applications for these scholarships are released in early February of each year and are due in mid-March. Please contact Student Services for specific dates. These scholarships will be selected by the ECCC Scholarship Committee unless otherwise noted in the scholarship description. A complete list of the endowed and annual scholarships and their descriptions can be found in the current College Catalog.

SECTION II: FINANCIAL AID POLICIES

EAST CENTRAL COMMUNITY COLLEGE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Effective Date - Fall 2011

According to federal regulations, students must meet Satisfactory Academic Progress (SAP) standards in order to be eligible for federal Title IV financial aid. Federal Title IV financial aid consists of the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- William D. Ford Federal Direct Loans (Direct Loans-- Subsidized and Unsubsidized)
- Parent Loan Program (PLUS)

To meet SAP at East Central Community College, students receiving federal Title IV financial aid must maintain satisfactory progress in grade point average, percentage of hours passed and length of attendance in completing a certificate or degree in the academic, technical or career/vocational programs of study.

Pace and GPA

SAP will be measured according to the following criteria:

Cumulative Credit Hours Attempted *	Cumulative Grade Point Average (GPA)**	Percentage of Credit Hours Passed*
1 - 30	1.5	66.7%
31- 63	1.75	66.7%
64 and above	2.0	66.7%

*All attempted classes will count in hours attempted (for example - including classes from which the student withdrew - Grade "W").

**Students with a repeated course will have the highest grade (other than W) count in the GPA calculation.

Time Frame (Length)

As required by federal regulations, a student must complete the program of study (major) within a time frame not to exceed 150% of the length of the program. All courses including, but not limited to, withdrawals, repeats and accepted transfer hours from another college will be counted in the time frame. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

Other Required Considerations

All coursework for students will be included in the SAP review including any semesters that students did not receive financial aid.

Incompletes: A grade of "I" incomplete will count as an "F" in the hours attempted, hours passed and GPA calculations. Once the incomplete is removed, the actual earned grade will be used.

Repeats: All repeated classes will count in hours attempted and hours passed calculations. The highest grade for a repeated class (other than "W") will count in the GPA calculation.

Transfers: All transfer credits accepted from other colleges will count in hours attempted, hours passed and GPA calculations.

Withdrawals: Students may withdraw from a class and receive no credit with a grade of "W." Classes from which students withdraw will count in the hours attempted and hours passed calculations. Classes from which students withdraw will not be included in the GPA calculation.

Development courses: These courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

SAP Examples

1. A first-year student attempts 15 hours in the fall semester and 15 hours in the spring semester. At the end of the fall semester the student must have passed 11 hours (15 hours attempted X 66.7%) with at least a 1.5 cumulative GPA and at the end of the spring semester the student must have passed 21 hours (30 hours attempted X 66.7%) with at least a 1.5 cumulative GPA.
2. A returning student has attempted 31 hours in prior semesters and now has completed 12 hours in the fall semester and 15 hours in the spring semester. At the end of the fall semester the student must have passed 29 hours (43 hours attempted X 66.7%) with at least a 1.75 cumulative GPA and at the end of the spring semester, the student must have passed a total of 39 hours (58 hours attempted X 66.7%) with at least a 1.75 cumulative GPA.
3. A student must complete the program of study (major) in the 150% time frame. 64-hour program (64 hours X 150% = 96 hours)
50-hour program (50 hours X 150% = 75 hours)

Review of Standards

Federal regulations require that SAP standard must be checked each award year to determine if students are progressing toward completing a degree or certificate.

The SAP standards will be checked at the end of each semester for students.

Consequences of Not Meeting Standards/Regaining Eligibility

Students who do not meet the SAP standards at the end of the semester will be placed on financial aid warning for the next semester. During the warning semester, a student will continue to be eligible for financial aid. Upon completion of the warning semester, a student who does not meet the SAP standards will be suspended and will not be eligible to receive federal financial aid.

Students who are on SAP suspension will be ineligible to receive financial aid and will remain ineligible until the standards are achieved. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

Students on financial aid suspension may attend ECCC as long as they are not also on academic suspension.

Students who have been suspended from receiving financial aid as a result of the failure to meet the SAP standards have the right to appeal.

Students may regain eligibility for financial aid by meeting the standards in a subsequent semester or through a successful appeal.

Appeal Procedures

Students who have been suspended from receiving Title IV financial aid may appeal based on mitigating circumstances including but not limited to illness, injury, death of an immediate family member, undue hardships or other such circumstances beyond the student's control. To request an appeal, students must complete the Financial Aid SAP Appeal Form which is available in the ECCC Financial Aid Office. The form must be submitted to the Financial Aid Office along with a written letter which must explain in detail 1) the reason that the student has not been able to meet the SAP standards and 2) what in the student's situation has changed. Students are encouraged to provide documentation such as a letter from a doctor, an accident report, etc. to support the request. Students who are approved through an appeal will be allowed to receive Title IV financial aid if otherwise eligible by 1) being placed on probation for one semester only in certain limited situations or 2) being placed on an individualized academic plan with requirements that the student must meet in order to continue to be eligible. Students who are not approved through an appeal will not be eligible to receive Title IV financial aid.

The appeal requests will be reviewed by the Financial Aid Appeal Committee. Students will be notified in writing of the Committee's decision.

INSTITUTIONAL PROGRAMS -- The following information is related to Scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must pass nine (9) semester hours and earn eighteen (18) quality points during a semester. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the College; therefore, when suspended students become eligible to return to college they shall also be eligible to receive institutional financial assistance.
2. To retain an ACT, Salutatorian, Valedictorian scholarship, or a Vocational-Technical scholarship a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, can get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Financial Aid Programs for further eligibility requirements.
3. Total combined scholarships funded by East Central Community College for dormitory and commuter students may not exceed the published cost of matriculation fee, technology fee, registration fee, room fee, 7-day board fee, out-of-state fee (out-of-state students only) and an allowance for books equal to the book allowance as established annually by the College in the federal financial aid cost of attendance (budget).

AWARD NOTIFICATION

Students who complete the financial aid application requirements and who provide all required forms by April 1 will be notified regarding their financial aid awards, normally, by the end of July. Students who apply after the April 1, priority deadline will be notified on a rolling basis after the priority group is complete. Requests for information and award letters will be mailed to the address listed on the student's financial aid application.

FINANCIAL AID APPLICATION REQUIREMENTS

1. New students must also complete an Application for Admission to East Central Community College.
2. Complete the Free Application for Federal Student Aid (FAFSA).
 - a. Complete the FAFSA by choosing one of three filing methods.
 - Method 1: Apply online at www.fafsa.gov (recommended method)
 - Method 2: Download and print a PDF FAFSA from www.fafsa.gov (Select FAFSA Filing Options) to complete and mail
 - Method 3: Request a paper FAFSA by calling the Federal Student Information Center at 1-800-433-3243 to complete and mail
 - b. List the East Central Community College Code in the "Colleges to Receive Information" section of the FAFSA. (Section 5 online or Step 6 PDF or paper FAFSA)
 - EC Federal school code - 002404
 - EC Address - PO Box 129, Decatur, MS
 - c. After the submitted FAFSA has been processed, the SAR (Student Aid Report) will be sent by email or regular mail (Note: SAR will be sent by email only if an email address was provided on the FAFSA).

FAFSA processing time will vary depending upon the filing method: 3 – 5 days for online filers signing with PIN # or up to 3 – 4 weeks for online filers who mailed a signature page and for filers who mailed the paper or PDF FAFSA

d. Review the SAR carefully to make sure it is correct and complete.

The SAR will contain comments from the processors about the student's eligibility and will let students know if additional information is needed. The college may also be required to request additional information such as the U.S. Tax Return Transcript and other documents or forms to complete verification or to review discrepancies on the SAR.

3. To apply for student loans, students must contact the financial aid office for an application or download a loan application at www.eccc.edu/financial-aid. Select Loan Application. To apply for work study, students must indicate on the FAFSA that they are interested in applying. Additional forms and applications will be required for these programs.
4. The priority deadline for applying for financial aid at East Central Community College is April 1 (for the upcoming fall semester). The processed date of the FAFSA (as indicated on the Student Aid Report) must be on or before April 1 to receive full consideration for financial aid. Additional applications will be accepted and are encouraged after April 1; however, no assurance can be given that funds will be available in all programs. Aid is awarded on a first-come, first-served basis.
5. All students must reapply for financial aid each academic year.

Note: Mississippi students may apply for state-funded programs which include MTAG, MESG, HELP, and other programs described at the MOSFA (Mississippi Office of Student Financial Aid) website. An online application must be completed by the program deadline and additional information may be required; therefore, students should read the information and instructions provided on the MOSFA website. Contact MOSFA at 1-800-327-2980 or at the following website: www.mississippi.edu.

CONDITIONS FOR RECEIVING FINANCIAL AID

1. The Financial Aid Office reserves the right on behalf of ECCC to review and revise or cancel an award at any time because of changes in the student's financial or academic status. Students are required to notify the Financial Aid Office regarding any changes in their financial or academic status while attending ECCC.
2. Any commitment of Federal, State, or local funds is contingent upon subsequent Congressional or Legislative appropriation and actual receipt of the funds by ECCC.
3. Recipients of financial assistance from ECCC must notify the Financial Aid Office concerning any scholarships or other funds which are not included on this award letter.
4. Student eligibility criteria for Federal Aid require that in order to receive financial aid, a student must be making satisfactory academic progress in their course of study. See the ECCC Catalog or Student Handbook for further details on the ECCC Financial Aid Satisfactory Progress Policy.
5. Generally, a student must be enrolled in a minimum of six hours each semester and must be enrolled in a program leading to a degree or certificate to receive financial aid. Students receiving loans must maintain at least half-time attendance (6 hours) each semester. MTAG, MESG and HELP require full time enrollment each semester. Additionally, students may not receive aid from more than one college at the same time.
6. To be eligible for financial aid a student must be a high school graduate or have a GED. Students who receive a high school certificate do not meet the high school graduation requirement.
7. Financial aid funds may be used toward educational expenses which include matriculation, fees, books, supplies, transportation, room, board and miscellaneous expenses.
8. Financial aid funds are disbursed on a semester by-semester basis. Aid is credited to a student's account at the College and the balance of the award, after the account is cleared, will be disbursed to eligible students at the 55% point of the semester. Adjustments to a student's financial aid may be required for a student who withdraws from school or drops out (cuts out) of school within a semester prior to the 60% point because of refund calculations required by federal regulations. Students who do not complete 60% of the semester will be required to return funds for which the calculation shows they are not eligible to receive.
9. MTAG, MESG and HELP LEAP funds will be disbursed when funds are received from the State of Mississippi. MTAG, MESG and HELP recipients must be enrolled full time to be eligible to receive the funds.
10. Students withdrawing during the semester who have received financial assistance will be required to abide by the refund policy governing the programs. It is advised that the student contact the Financial Aid Office before withdrawing (especially loan recipients who must attend an exit interview prior to leaving school).
11. Work-Study students:
 - a) must meet with their supervisor to establish a work schedule. (Students awarded prior to the beginning of the semester must do this the first week of school; all others immediately after receiving the award.)
 - b) must complete an I-9 form and other required forms at the Brackeen-Wood Physical Education Bldg., Room 603. Payroll checks will not be issued until the student completes all forms.
 - c) will be paid monthly at the current minimum wage
 - d) will be required at the end of each month to sign a time card which shows the number of hours worked that month.
 - e) must understand that the amount of the work-study award is based upon the maximum amount the student may earn during the school year.
 - f) will be issued work study checks by the Business Office five (5) working days following the end of each month (provided all required payroll forms have been completed and time cards are submitted in a timely manner).
 - g) must read, understand, and agree to the information provided on the job assignment form (enclosed).
12. The Award Letter lists aid from outside sources that is taken into consideration in evaluating your financial need. Outside resources are included for you to verify the accuracy of the amount(s). Report any discrepancies regarding these resources to the Financial Aid Office.
13. Students must reapply for aid each academic year.

ACTIVITY CENTER

The Activity Center is located on the first floor of the Eddie M. Smith Student Union Building. The Activity Center consists of an arcade, pool tables, and fitness center. Activities provided by the Activity Center are limited to East Central Community College students only. Hours are: Monday - Thursday 8 a.m. to 10 p.m. & Friday 8 a.m. to 2 p.m.

INTRAMURALS

Students interested in participating in intramural sports need to see Maurice Bowie, whose office is located in Brackeen-Wood Gymnasium.

BOOKSTORE

A College-operated bookstore is located in the Eddie M. Smith Student Union Building. New and used textbooks, school supplies, clothing, and ECCC paraphernalia may be purchased from the bookstore. Hours are: Monday - Thursday 8 a.m. to 4 p.m. & Friday 8 a.m. to 3:30 p.m.

TEXTBOOK REFUND POLICY

A textbook must be returned in the condition in which it was purchased. New textbooks must be returned in new condition-No markings, No erasures or whiteout, No soiled spots and shrink-wrapped books must still be wrapped.

To obtain a refund on textbooks:

A student must have his/her cash register receipt-no exceptions! (during the first two weeks of school)

A full refund will be given the first two weeks of the semester. The third week of the semester, 50% of the purchase will be refunded. After the third week of the semester, textbooks will only be taken back during the book buy back period, unless the student is withdrawing from school. This occurs each fall and spring semester during final exams.

Refunds are mailed after clearance through the Business Office.

MSVCC online special order books are non-refundable.

The following are non-refundable items: Study guides, examination/review books optional texts, special orders, diskettes, sportswear, hats, sale merchandise, and opened packages.

BUY BACK POLICY:

The College Bookstore will conduct a buy-back of textbooks at the end of each term during exam week. The College Bookstore will pay up to 50% of the purchase price for classes that will be taught in the future at ECCC. If the book will not be utilized in the future because of the class not being taught, a new edition of the textbook is available, etc., then the textbook will not be included in buy-back. Textbooks that are sold with a CD must have the CD returned with the book for buy back. Study guides, workbooks, lab manuals, or combo packs will not be bought back. The returned books must be in good, clean resalable condition.

CAFETERIA

Students living in the dormitories must purchase a meal ticket from the Business Office. The five-day meal ticket will be good for 14 meals, unlimited seconds - Monday breakfast thru Friday lunch. The seven-day meal ticket will be good for 19 meals, unlimited seconds - Monday breakfast thru Sunday lunch.

Meals purchased with cash may be eaten in the cafeteria or served to go.

All meals purchased with meal-plan must be eaten in the cafeteria. No food can be taken out of the cafeteria. No students are allowed in the cafeteria without purchasing a meal, either with a meal card or cash. NO EXCEPTIONS.

Cafeteria Hours:

<u>WEEKDAYS</u>		<u>SATURDAYS</u>		<u>SUNDAY</u>	
Breakfast	7 to 8:15 a.m.	Breakfast	9 to 10 a.m.	Lunch	11 a.m. to 1 p.m.
Lunch	11 a.m. to 1 p.m.	Lunch	3 to 4 p.m.	Dinner	5 to 5:45 p.m.
Dinner	5:30 to 6:45 p.m.				
Friday Dinner	5 to 5:30 p.m.				

CAMPUS ADVERTISING

Approval of signs, posters, and advertisements which are to be placed on the campus or on any of the College bulletin boards must be secured in advance from the Vice President for Student Services. Do not place signs on glass. Any damage to any surface will be charged to the responsible party.

CAMPUS POLICE

Call or see the ECCC Campus Police Department to report any suspicious activities or for assistance with any parking or vehicle problems, i.e., locked vehicles, at 601-635-6268 or 601-527-8939.

CAREER INFORMATION

Career information is available in the Academic Counselor's office, Career-Technical Counselor's office, Career Center, and the Skill/Tech One-Stop Career Center. Testing is also available to assist you in clarifying career interests and aptitude. The Career Center is located in the Student Services Building. The Career Center is open from 8 a.m. to 4 p.m. Monday-Friday.

STUDENT BULLETIN

A bulletin is posted on the internet each school day and throughout campus on a weekly basis. Its purpose is to keep everyone informed of daily activities. STUDENTS ARE URGED TO READ IT DAILY.

SUCCESS CENTER

The Success Center provides computer assisted instruction, individual, and on-line tutoring in academic subjects. The Center is open Monday through Thursday from 8 a.m. to 4:30 p.m. and on Fridays from 8 a.m. to 4 p.m. The Success Center is located on the second floor of the Student Union Building. Call 601-635-6346 for more information

TESTING CENTER

The Success Center provides Admissions and Placement testing. The COMPASS and ACT Residual are given by appointment on scheduled dates.

LIBRARY

Burton Library provides and supports the constituents of East Central Community College with access and user privileges to library collections and other learning/information resources and services consistent with the College's curriculum and appropriate degree level. The library staff makes resources readily accessible and available when and wherever they are needed to enhance and promote the total growth and development of the constituents of the College. The library staff also provides students with opportunities to learn how to locate, evaluate, and use effectively the needed information (Information Literacy) / materials in a variety of formats regardless of location for educational and life-long learning purposes. The library staff is committed to providing services and resources to meet the library and learning resource needs of its users.

A valid ECCC identification card serves as a library card and must be presented when using the library and some services. Virtual Community College students will be assigned identification cards through the host institution records.

The use of tobacco products and cell phones is prohibited in the library. No food or drink, including bottled water, is permitted in the library. Hours of operation:

Regular Academic Year: Monday-Thursday 7:30 a.m. to 9 p.m., Friday 7:30 a.m. to 3 p.m. & Sunday 6 to 8:30 p.m.

Summer Sessions: Monday-Thursday 7:30 a.m. to 3:30 p.m. & Friday 7:30 a.m. to 3 p.m.

Inclement weather conditions may affect library hours. Hours may vary during holidays.

Some library resources and services are accessible via the Internet by accessing East Central Community College's web page, then clicking on Library: www.eccc.edu. Complete information for the Library is available in the Burton Library Handbook and the library web page at www.eccc.edu/library.html

LOST AND FOUND

Anyone who has lost items should contact the Vice President for Student Services' office (601-635-6205). Any articles found should be brought to the Vice President for Student Services' office.

MEDICAL EMERGENCIES

For medical emergencies call 911.

STUDENT GRILL

Students possessing a five-day, seven-day or commuter card, may choose to eat at the Student Grill. The five-day and seven-day meal card will be good for meals here Monday lunch thru Friday lunch. Breakfast items at the Student Grill are cash only and those using a meal card will be honored at Mabry Cafeteria only. Students choosing to eat the Student Grill will be allowed one trip thru the line.

Hours of operation: <i>Monday - Thursday</i>	Breakfast	8 to 10 a.m.	<i>Friday</i> Breakfast	8 to 10 a.m.
	Lunch	10:30 a.m. to 1:30 p.m.	Lunch	10:30 a.m. to 1 p.m.
	Supper	4:40 to 7 p.m.		

STUDENT MAIL

To receive mail on campus, you must pay your rental fee at the Business Office and bring your receipt to the Dean of Students. The cost is \$25.00 for two semesters or \$13.00 for one semester. Student mailboxes are located on the first floor of the Eddie M. Smith Student Union Building. Mail sent to the College to students who have not rented a mailbox will be returned. All addresses must conform to the following format:

ECCC
John Doe
Drawer _____
P. O. Box 129
Decatur, Mississippi 39327

TELEPHONE CALLS

All telephone calls to dormitory students should be made to the dormitories or the dormitory supervisor's office. Calls that are not of an emergency nature should not be made to the dormitories after midnight. EMERGENCY CALLS TO THE STUDENTS AFTER HOURS SHOULD BE MADE TO THE WOMEN'S DORMITORY SUPERVISOR FOR BARBER HALL (635-2111), EXT. 459, OR FOR JACKSON HALL (635-2111), EXT. 247. For the Male Dorms, or for other emergencies, please call Campus Police (601-527-8939) or Mr. Mitch McCleon, Police Chief (601-357-0357).

TENNIS COURTS

The tennis courts are available for student use. The lights are automatically controlled and are scheduled to come on during the evening hours in the early fall and late spring.

COUNSELING AND GUIDANCE

East Central Community College is totally committed to providing the services of professionally-trained guidance personnel to all of its students. The purpose of the guidance program is to provide professional assistance to students in deciding academic, career, technical, and personal questions, especially as they involve college life. Two full-time academic counselors and a full-time career-technical counselor are employed in the guidance department. The College also refers students to the Weems Mental Health Clinic in Decatur as necessary for free initial visits.

ADVISING

Faculty members serve as academic advisors in their particular fields. Academic advisors are selected from the teaching faculty according to curricula and are qualified to assist the student in his/her academic career planning. Students are urged to keep in touch with their advisors on matters pertaining to their educational or vocational careers. Each student is aided in choosing a vocation and pursuing the curriculum that is best suited for him/her.

CLASSIFICATION OF STUDENTS

Freshman - One who has completed fewer than 28 semester hours of college work.

Sophomore - One who has completed 28 or more semester hours of college work.

Part-time - One who is enrolled for fewer than 12 semester hours of college work.

Full-time - One who is enrolled for 12 or more semester hours of college work at the Decatur Campus.

GRADES

Grades are submitted by the instructor and recorded for each student at nine-week intervals. Students may pick up grade reports from assigned advisors. An official copy of the student's grades will be mailed to the student at the end of each semester.

A	92 - 100 Excellent	4 quality points per semester hour
B	83 - 91 Good	3 quality points per semester hour
C	74 - 82 Average	2 quality points per semester hour
D	65 - 73 Poor	1 quality point per semester hour
F	Failure	
W	Withdrawal	
AU	Registered for Audit	
I	Incomplete, but can be made up	

If a student retakes a class, the highest grade will be the grade of record. If a student takes a class twice and has two grades of 'D' or better, the student will receive credit for only the last class taken.

HONORS PROGRAM

The purpose of the Honors Program at East Central Community College is to provide enriched educational experiences for academically talented students. Specially designed honors classes are offered to stimulate the honor student's spirit of inquiry and to provide opportunities for in-depth study in several subject areas.

An Honors Council chaired by the Director of the Honors Program has been established. It is the responsibility of the council to coordinate the honors courses and to promote an atmosphere of intellectual stimulation and camaraderie among academically talented students.

The Honors Program provides students the opportunity for independent projects and research, for greater intellectual challenge, and for association with others of similar abilities and interests.

HONORS PROGRAM ELIGIBILITY

In order to enroll in the Honors Program, a student should have a superior ACT score and a superior grade point average. Courses are scheduled so that a student may participate in all honors courses or in any combination of these courses. Courses offered include: Honors English Composition I, Honors English Composition II, Honors English Literature I and Honors English Literature II.

Students with composite ACT scores of 25 and a 27 or above score on the English portion of the ACT may participate in Honors English. Students are invited to enroll in Honors English Literature based on grades in previous English courses, ACT scores, and teacher recommendation.

CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absences, the College has established the policy outlined below:

The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent.

1. Official absences are those incurred when students miss class while officially representing the College. The College sponsor of the group supplies a list to the Dean of Admissions, Records, and Research's Office in advance, and instructors are notified from that office before the next meeting of the class following the absence. Official absences will not count in the total number of absences allowed.
2. Unofficial absences occur when students who are not representing the College miss class. Total unofficial absences per class may not exceed two for a class that meets once per week, four for a class that meets twice per week, six for a class that meets three times per week, eight for a class that meets four times per week, or ten for a class meeting five times per week. Exceptions to this policy include classes that meet less than a full semester, Mississippi Virtual Community College classes, associate degree nursing classes, and some of the Career and technical

- classes. The instructor will notify students in these classes of the absentee policy in those particular classes in writing at the beginning of the semester. Tardies that equal the number of times the class meets per week will constitute an unofficial absence. (Exception: For classes which meet once per week, three tardies will constitute an unofficial absence.) If a student exceeds these numbers of absences he/she will be cut out of class and will be administratively withdrawn.
3. The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. Approval will not be granted unless the student presents a valid reason for having been absent.
 4. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class. The student should meet with the instructor at the next class meeting after missing over the limit allowed. The instructor will explain the appeal process. The instructor will counsel with the student and discuss the reasons and excuses. If the student is readmitted, he/she will sign a form stating that they will not be tardy or absent from the class for the remainder of the semester and if they are, they will be dropped and will not have the opportunity to appeal again. If the student is denied reentry by the instructor the student will have the opportunity to appeal to the Absentee Appeals Committee. This committee will include the Vice President for Student Services, the student's instructor, the academic or career-technical counselor (depending on classification of student), an administrator-at-large, an instructor-at-large, and an officer of the Student Body Association. A majority vote will be necessary for the student to be reinstated in class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the College within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. The last step in the appeals process will be the hearing before the President. The Student must continue to attend the class through the entire process.
 5. If the student does not return to class within one calendar week after exceeding the maximum number of absences, the student will be removed from the class with a grade of "W" and will not have the option to appeal to be reinstated. If the student has extenuating circumstances that prevent him/her from returning to class, he/she MUST contact either the instructor or the Vice President for Student Services within the calendar week after exceeding the number of absences allowed.

GRADUATION REQUIREMENTS

ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE VICE PRESIDENT FOR INSTRUCTION BY THE ANNOUNCED DEADLINE DATE

REQUIREMENTS FOR DEGREES.

East Central Community College grants three associate degrees the Associate in Arts, the Associate in Science, and the Associate in Applied Science. Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Vice President for Instruction in order to meet senior college requirements.

- I. To graduate from the College with the degree of Associate in Arts a student must:
 - (1) Earn a minimum of 62 semester hours of credit to include: the 35 semester hours listed in the Academic Core Curriculum, but not more than four semester hours of activity courses (physical education, band, choir, varsity sports, etc.);
 - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled only the highest grade recorded will count for quality point purposes);
 - (3) Complete a minimum of sixteen semester hours at East Central Community College;
 - (4) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.
- II. To graduate from the College with the degree of Associate in Science a student must:
 - (1) Earn a minimum of 62 semester hours of credit to include: the 35 semester hours listed in the Academic Core Curriculum, and one or more semester hours of laboratory science, and not more than four semester hours of activity courses (physical education, band, choir, varsity sports, etc.);
 - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, only the highest grade recorded will count for quality point purposes);
 - (3) Complete a minimum of sixteen semester hours at East Central Community College;
 - (4) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.
- III. To graduate from the College with the degree of Associate in Applied Science a student must:
 - (1) Earn a minimum of 62 semester hours of credit to include the 18 semester hours listed in the Technical Core Curriculum, all technical courses in the specified program of study as listed in Chapter 5, "Program of Study" in the College Catalog, but not more than four semester hours of activity courses (physical education, band, choir, varsity sports, etc.); and enough approved non-technical courses to complete 62 semester hours;
 - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, only the highest grade recorded will count for quality point purposes);
 - (3) Complete a minimum of sixteen semester hours at East Central Community College;
 - (4) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.
- IV. To graduate from the College with a second associate degree, which must be different from the first, a student must:
 - (1) Earn a minimum of 15 additional semester hours of credit with no more than one semester hour of activity credit (physical education, band, choir, or varsity sports);
 - (2) Meet all of the requirements listed for the second degree as enumerated in paragraphs I, II, or III above;
 - (3) Complete all 15 additional semester hours credit at East Central Community College;
 - (4) Secure the approval of the Vice President for Instruction.

REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, and eighteen months certificates.

- To graduate from the College with a certificate in a particular program a student must:
- (1) Make a passing grade and average a "C" (2.00 point) on all courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.

(2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.

(3) Practical nurse students and surgical technology students must maintain a grade of 80 on each course to earn a certificate.

BASIC COLLEGE CORE CURRICULUM

(General Education Competencies)

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the latest catalog of the institution to which they plan to transfer.

The following East Central Community College core curriculum contains the core curriculum which is required by all universities under the State Board of Trustees, Institutions of Higher Learning, which was implemented during the fall of 1984 and the core curriculum is incorporated in all transfer programs of study as outlined in this chapter.

English Composition	6 semester hours
Laboratory Science	8 semester hours
Humanities & Fine Arts	9 semester hours
Social/Behavioral Science	6 semester hours
College Algebra or Higher Mathematics	3 semester hours
<u>Oral Communication</u>	<u>3 semester hours</u>
Total	35 semester hours
*or demonstrated skills	

This 38 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees — the Associate in Arts and the Associate in Science (See requirements for degrees section of chapter three — Academic Policies).

ACADEMIC PROBATION AND SUSPENSION

A student who fails to pass nine semester hours and fails to earn 18 quality points during a regular semester will be placed on probation until the academic record meets this minimum standard. If the minimum requirements are not met for two consecutive semesters, the student will be suspended for one regular semester. If the suspension occurs at the conclusion of the spring semester, it may be removed by attending summer school and improving the record to the stated minimum. Deviation from this policy will be made only with the approval of the Academic Probation committee. The above policy will also apply to all transfer students.

COURSE CHANGE

A student desiring a course change will initiate the change with their advisor. The counselor's approval must then be secured. The change will be submitted to the Director of Admissions and Records as the final step.

WITHDRAWAL PROCEDURES

Withdrawal may occur in three areas: from college, from the residence hall, or from a class. The following procedures should be followed when withdrawing in these areas.

Withdrawal from College (Voluntary) - A student who finds it necessary to withdraw from college during the semester should do so properly so that records are complete and accurate. The withdrawal procedure is as follows:

1. To officially withdraw from school, the student will begin the withdrawal procedure with the academic or career-technical counselor, depending on the classification of the student.
2. The counselor may contact the Librarian by telephone. However, if the student has a book(s) checked out, he or she must turn the Book(s) into the Library. The student must go by personally to the Financial Aid Director, the Director of Housing/Student Activities, the Dean of Distance Learning, the Dean of Admissions, the Bookstore, and the Business Office Manager to have them sign the withdrawal form.

A student who officially withdraws will receive final grades of "W" in all classes, while unofficial withdrawals will result in grades of "F." The withdrawal process must be completed before 75% of the semester is completed.

Withdrawal from College (Administrative) - An administrative withdrawal may be processed for any student who is unable to follow the normal withdrawal procedure due to hospitalization, illness, disciplinary action, etc., provided an administrator or instructor initiates the procedure.

Withdrawal from the Residence Hall (During the Semester) - A student who wishes to move from the dormitory must obtain a withdrawal form from the dormitory supervisor. Room and board charges will continue until the student has completed the withdrawal procedure. A student should complete withdrawal from the dormitory on a Friday before room and board payments are due on a Monday.

Withdrawal from the Residence Hall (End of Semester) - All dormitory students are required to complete an end-of-semester withdrawal form in order to be refunded the room deposit and the key deposit.

Withdrawal from a Class - If a student desires to drop a course, the student may do so anytime before 75% of the class is completed. The process begins with the student's completion of the Course Withdrawal Form located under the Student Request Forms under the Student Tab in MyEC. The withdrawal will be approved by the instructor and then processed in the Admission Office. The student will receive a "W" grade for the course.

ACADEMIC FORGIVENESS

East Central Community College students who have not been enrolled in any postsecondary educational programs for a period of four consecutive years may petition the Vice President for Instruction to have a maximum of two semesters of their prior credit records removed from consideration for determining qualifications for graduation from East Central Community College.

For students who seek academic forgiveness and whose petitions are approved, the College will forgive all coursework earned during the requested semester(s). The student may not choose which grades are to be forgiven. All course grades for said semester(s) will be forgiven and the forgiven credit hours will not be used in determining the students' eligibility to graduate from East Central Community College.

The College will make notations on the students' records regarding the application of this policy. All courses taken at the College and courses transferred to and accepted by the College will remain on the students' permanent records and no guarantees will be expressed or implied regarding the transferability of the forgiven credits to other postsecondary institutions.

A student may utilize the provisions of this policy only once. Account charges will not be forgiven. The forgiveness request form can be obtained from the Office of Admissions and Records.

TRANSCRIPTS

It is the policy of this institution to furnish to each graduate of East Central Community College upon written request one free transcript of his/her credits earned here. If a request for a transcript occurs during the period a student is attending College, a charge of \$2 is made. All other transcripts are \$3 each.

APPEAL PROCEDURE FOR GRADES

The student's appeal must be submitted in writing to the Vice President for Instruction stating the reason for the appeal. Within ten (10) days after receipt of the complaint, the Vice President for Instruction will advise the student of the following steps to take:

1. The complaint will be submitted to the faculty member concerned, and a time scheduled for the student to meet with that faculty member.
2. If the student/faculty hearing is unsatisfactory, the complainant may appeal to the Probation Committee.
3. If the Student-Probation Committee hearing is unsatisfactory, the complainant may appeal to the President of the College.
4. The last step in the appeals process will be the hearing before the President.

PAYMENT FOR GRADUATION FEES

All students expecting to become candidates for degrees or certificates must file an application to graduate with the Vice President for Instruction by the announced deadline date. The graduation fee will be charged to the student's account when the records are reviewed, and the student is accepted as a candidate for graduation. No refund of the graduation fee will be made after the student has been accepted as a candidate for graduation and the student's account has been charged.

RETURN CHECK POLICY

A \$25.00 service charge will be assessed on all checks returned to East Central Community College by a bank. After two (2) checks have been returned to an account, future payments must be made by cash or certified check.

MISSISSIPPI VIRTUAL COMMUNITY COLLEGE

The Mississippi Virtual Community College is a consortium of Mississippi's 15 community college districts and the Mississippi State Board for Community and Junior Colleges. The MSVCC provides educational opportunities to students who live within the various community and junior college districts in Mississippi and to others beyond those boundaries. Through MSVCC, students may take courses from community and junior colleges anywhere in Mississippi while getting support services from a local college.

To take a course from a remote (provider) college, a student enrolls at a local (host) community or junior college. The host college supports the student with a full slate of student services including advisement and counseling, financial aid, and learning resources. The host college receives the student's tuition and fees. The host college awards credit for the course.

This consortium makes it possible for MSVCC colleges to leverage their distance learning resources—including faculty, course, support services, and technology—to benefit students throughout Mississippi and beyond.

East Central Community College is a participant in the Mississippi Virtual Community College. For a list of courses offered through MSVCC, please view the website at www.msvcc.org. All courses listed at the MSVCC website may or may not be offered by ECCC. Please contact Dr. Chris Jenkins or Ms. Samantha Buckley, whose offices are located on the second floor of the Eddie M. Smith Student Union Building. Information is also listed at www.eccc.edu by selecting eLearning. The eLearning Testing Center is in the same location.

ORGANIZATIONS

Numerous extracurricular clubs are provided on the campus for the enjoyment and enrichment of the students. These clubs meet at various times and are sponsored by instructors who are interested in and informed about the particular field. Each student is encouraged to participate in at least one of these clubs. A special interest club may be organized by any group of interested students and must meet the following requirements:

1. Must have at least fifteen (15) prospective members:

2. Must have a faculty or staff member as the sponsor;
3. Must submit an acceptable constitution and a statement of purpose to the Vice President for Student Services' office;
4. Must be approved by the SBA officers and the Vice President for Student Services; and
5. Must obtain final approval from the Vice President for Instruction and the President of the College.

AC'CENTS

The Ac'cents is a select vocal ensemble which performs for civic clubs, churches, and schools. Members are selected through auditions in the spring semester of each year. Positions not filled at that time will be filled during the first two weeks of the fall semester. Ms. Vicki Blaylock is the director.

ART

The East Central Student Art Association is designed to promote the visual arts on campus and in the community. Christopher Brady is the sponsor.

ASSOCIATION OF STUDENT NURSES AT EC (ASNEC)

ASNEC is designed to promote active participation in MSNA, the professional student nurse organization. The organization promotes and encourages participation in community affairs and activities towards improved health care and related social issues. It also serves to influence healthcare and practice through legislative activities as appropriate. The organization meets monthly. Students must be enrolled in the Associate Degree Nursing Program.

ALPHA ALPHA EPSILON

The purpose of this organization is to promote the social and economic welfare of the engineer, to stimulate public service in the profession, to encourage and develop the efficiency of the engineer, to promote unity in the profession, and to make further study of the industrial arts opportunities in allied fields. Anyone majoring in pre-engineering or industrial arts is eligible for membership. Alpha Alpha Epsilon is sponsored by Mr. Chris Davis and Ms. Robin Fulton.

ASTRONOMY CLUB

The purpose of this club is to promote observational astronomy, astrophotography, and related scientific research projects.

BAND DEPARTMENT

- Among the many ensembles of the band department are the "Wall of Sound" marching band, concert band, jazz band, Centralettes, and the Percussion Ensemble. Membership for all groups is by audition. The band is directed by Band Director Mr. Hunter Cornern and Assistant Band Director Mr. Ed Girling.

BAPTIST STUDENT UNION

- The BSU seeks to reach students for the Christian life through worship, Bible study, missions, conferences, retreats, and personal witness. The activities are promoted through the Baptist Student Center located across the street from the campus and are under the direction of Mr. Scott Vaughn. Hours are as follows: Monday - Thursday, 9 a.m. to 10:30 p.m., and Friday, 9 a.m. to 3:15 p.m.
- Meetings are held regularly at night as well as a noon luncheon on Wednesdays.

CHEERLEADERS

Selections to the Cheerleading Squad are made each spring semester by a visiting cheerleader delegation, usually a university cheerleader panel. Ms. Pam McKnight is the Cheerleader Coach.

COLLEGIANS

Collegians is the college's rock-and-roll band. Auditions are open to the student body September of each year and participants have opportunities for numerous performances on campus, in the five-county area, and nationally. Mr. Chas Evans is the director.

DIAMOND DARLINGS

The purpose of the Diamond Darlings is to provide an opportunity for female students interested in baseball to become a part of the ECCC baseball program. Coach Neal Holliman is the sponsor.

EC BUSINESS CLUB

Students interested in business careers can join this organization. A variety of projects related to the business world are undertaken. The sponsor is Ms. Wanda Hurley.

EAST CENTRAL ENVIRONMENTAL CLUB (ECEC)

The purpose is to promote environmental awareness among its members and the community, to promote and encourage recycling, and to become an active part of the environmental network and the community. ECEC meets once a week either for club business meetings or to collect materials for recycling. ECEC also raises money for field trips for its members. The sponsors are Ms. Sharon Fisher-LeJune and Mr. Curt Skipper.

ECCC CONCERT CHOIR

- The Concert Choir is organized for the purpose of providing all interested students an opportunity to sing four-part choral music of various styles and periods. This group performs a Christmas and a Spring Concert each year and also attends the Mississippi Community College Choral Festival. Ms. Vicki Blaylock is the sponsor.

ECCC GOSPEL CHOIR

The purpose of this organization is to give students who are interested in gospel music an opportunity to participate in choral activities on campus and in the five-county area. The organization is sponsored by Ms. Brenda K. Johnson.

ECCC PLAYERS

The purpose of the ECCC Players is to provide an opportunity for those interested in dramatics to participate in various plays and programs. Ms. Stacey Pollock serves as director of the Fall Dinner Theater. Ms. Natalie Emmons directs the Spring Musical.

ECCC PRACTICAL NURSING ORGANIZATION

The purpose of the ECCC Practical Nurse Organization is to serve and protect the public promoting quality patient care by practical nursing students and to protect the interests and welfare of practical nursing students. The sponsors of this club are the Practical Nursing Instructors.

ECCC SURGICAL TECHNOLOGY STUDENT ASSOCIATION (ECSTSA)

The purpose of ECSTSA is to promote Surgical Technology through conferences specific to their major. The Surgical Technology Instructors sponsor this club.

FCA

The purpose of the Fellowship of Christian Athletes is to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships, and in the fellowship of the church. Coach Scott Brock is the sponsor.

FRESHMAN CLASS

Members of the Freshman Class are classified as full-time students who have completed fewer than 28 semester hours of college work. The Freshman Class Officers are comprised of a President, Vice President, Secretary, and Treasurer. The sponsor of the Freshman Class is Marcie Pinson.

INTRAMURAL COUNCIL

The purpose of this organization is to assist the Intramural Sports Director.

NATIVE AMERICAN ASSOCIATION

Comprised of Native American students, this organization seeks to provide a support group and means for expressing concerns. The sponsors are Mr. Leslie Hughes and Ms. Elizabeth Minter.

NEWMAN CLUB

This organization is for interested Catholic students. Dr. Teresa Houston is the sponsor.

NEW DIRECTIONS

Students over the age of 21 are increasing in number. Many times students are returning to school after having been out of high school for several years and want to talk to others in an informal setting. This organization seeks to provide that forum. Mr. Marc McCool is the sponsor.

PHI BETA LAMBDA

This club is organized for business students. Its purpose is to foster a better relationship between one another and to cultivate a better understanding of business principles in general. This organization is sponsored by Ms. Christy Ferguson.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

The purpose of Phi Theta Kappa is to promote scholarship, to develop character, and to cultivate fellowship among academically superior students. Membership in Phi Theta Kappa is by invitation only. Minimum standards for invitation are a 3.5 GPA earned as a full-time student with an overall GPA of 3.5. Sponsors are Mr. Curt Skipper and Ms. Amanda Walton.

PRESIDENT'S COUNCIL

The President's Council was organized during the 1985 school year by former College President Dr. Eddie M. Smith. The purpose of this organization is to establish better communications between the student organizations on campus and the President's office. Sponsors are the College President and the Vice President for Student Services.

RESIDENCE HALL COUNCILS

The purpose of these organizations is to assist the Director of Housing/Student Activities in supervising the dormitories. The residence hall council is made up of Resident Assistants and other at-large members. This organization is sponsored by Ms. Marcie Pinson.

SADD

The aim of this organization, Students Against Destructive Decisions, is to provide progress for young people with a commitment to resolve the problem of drinking and driving and other destructive decisions. Ms. Tanya Boler is the sponsor of SADD.

SIGMA SIGMA MU TAU

The purpose of Sigma Sigma Mu Tau is to present programs on medical opportunities, to conduct tours of surrounding hospitals and to obtain information from schools that would be of interest to students who are majoring in medical fields. Mr. Curt Skipper is the sponsor.

SKILLS USA

The purpose of Skills USA is to foster a wholesome understanding of the functions of labor/management organizations and recognition of their mutual interdependence and to create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade, industrial, technical, and health occupations education. The sponsors are Ms. Lynn Selman and Ms. Sheri Clibum.

SOPHOMORE OFFICERS

Members of the Sophomore Class Officers are classified as full-time students who have completed 28 or more hours of college work. The Sophomore Class Officers are comprised of a President, Vice President, Secretary and Treasurer. The sponsor of the Sophomore Class is Ms. Marcie Pinson.

STUDENT EDUCATION ASSOCIATION

The purpose of the Student Education Association is to give the student practical experience in teacher-teacher and teacher-student relations. This organization is sponsored by Ms. Cathy May.

WARRIOR CORPS

The Warrior Corps is a special group of students chosen by a special Selection Committee to represent East Central Community College with recruiting endeavors and special events. These students must have and maintain a 2.0 grade point average and must reflect the character and integrity of East Central Community College. The Warrior Corps is sponsored by Ms. Lannette Hanna and Ms. Romonica Evans.

WESLEY FOUNDATION

The Wesley Foundation, sponsored by the Decatur United Methodist Church, is a fellowship of college students, regardless of denominational relationships, desiring to enrich and deepen their Christian experiences, fellowship, worship, Bible study, prayer and personal work, thereby assisting everyone to become more Christ-like in all human relationships. Meetings are held weekly. All students are welcome to visit at any time. The sponsor of the Wesley Foundation is Rev. Bruce Taylor.

STUDENT ELECTIONS

In order to be eligible for positions of distinction or officer of the Student Body Association, a student must be enrolled on a full-time basis and must be free of any action pending or taken by the Discipline Committee.

— HOMECOMING ELECTION

Homecoming Queen - Nominees must have passed 28 semester hours with a 2.00 GPA.

- Maid of Honor - First alternate to Homecoming Queen automatically becomes Maid of Honor.

Sophomore Maids - Nominees must have passed 28 semester hours with a 2.00 GPA. Three sophomore maids will be elected.

Freshman Maids - Nominees must be enrolled full-time. Four freshman maids will be elected.

WHO'S WHO ELECTION

Mr. and Miss ECCC - Nominees must have passed 40 semester hours and have a 2.00 GPA.

- Sophomore Class Favorites - Nominees must have passed 40 semester hours and have a 2.00 GPA. Three men and three women will be elected. The first alternate to Mr. and Mrs. ECCC will automatically become a Sophomore Class Favorite and therefore, they will be the fourth Sophomore Class Favorite.

Freshman Class Favorites - Three men and three women will be elected. Nominees must have passed 12 semester hours with a 2.00 GPA.

Most Handsome and Four Beaus - Nominees must be enrolled as full-time students and have no record of action taken or pending against them by the Discipline Committee.

STUDENT BODY ASSOCIATION OFFICERS

To be eligible to run for president, vice president, secretary, or treasurer, a student must have completed at least 12 semester hours, be enrolled as a full-time student, and must have maintained a 2.00 GPA.

ECCC BEAUTY PAGEANT

The ECCC Beauty Pageant will be held annually. A panel of judges will select the most Beautiful and four Beauties. Entrants must be enrolled as full-time students and have no record of action taken or pending against them by the Discipline Committee.

ELECTION OF CLASS FAVORITES

Freshman Candidates - To be eligible to run for freshman class favorite a student must be enrolled as full-time and have no record of action taken or pending against them by the Discipline Committee.

Sophomore Candidates - To be eligible to run sophomore class favorite a student must have a 2.0 GPA, have passed at least 28 semester hours, and have no record of action taken or pending against them by the Discipline Committee.

ELECTION OF CLASS OFFICERS

Freshman Candidates - To be eligible to run for president, vice president, secretary, or treasurer a student must be enrolled as full-time and have no record of action taken or pending against them by the Discipline Committee.

Sophomore Candidates - To be eligible to run for president, vice president, secretary, or treasurer a student must have a 2.0 GPA, have passed at least 28 semester hours and have no record of action taken or pending against them by the Discipline Committee.

HONORS

WHO'S WHO AMONG STUDENTS IN AMERICAN COMMUNITY/JUNIOR COLLEGES

East Central Community College takes an active part in nominating students for Who's Who Among Students in American Community/Junior Colleges. The Scholarship Committee will consider students who meet the following qualifications: scholarship, participation and leadership in extracurricular activities, citizenship and service to the school, and promise of future usefulness. All nominees must be sophomores.

HALL OF FAME

Membership in East Central Community College's Hall of Fame is the highest honor a student can receive at East Central Community College. Nominees must be graduating sophomores. Nominations may be made by college students, faculty members, administrators, or staff members of the College. Selection is made by a faculty committee which considers scholarship, character, leadership, participation in extracurricular activities, contribution to the school, and potential in making its decision. Photographs of students elected to the Hall of Fame are displayed in the entrance of Huff Auditorium.

STUDENT PUBLICATIONS

TOM-TOM

The Tom-Tom is the official campus newspaper. Staff members get experience in business as well as journalism. The Tom-Tom staff meets regularly at specified times. Anyone interested in journalism should see the sponsor, Ms. Gennie Phillips.

WO-HE-LO

The Wo-He-Lo provides the pictorial record of school life on the campus each year. The Wo-He-Lo meets regularly at specified times. Anyone wishing to be a part of the yearbook staff should talk with the sponsor, Ms. Gennie Phillips.

STUDENT IDENTIFICATION CARD

The student ID card is the student's official school identification. It **MUST** be worn in a **VISIBLE MANNER** at all times and **MUST** be shown for identification upon request of any school official. Failure to do so will result in disciplinary action. Students must present the ID card to the library staff when checking out books, using the computer, and various other services.

Lending of this card to anyone or failing to present it when requested by a school official is a violation of policy and subjects the holder to disciplinary action (Class A Offense, which could include suspension from the College).

This card must be presented when receiving a yearbook, voting in school elections, selling books in the bookstore, checking out library books, entering athletic events and activities, eating in the cafeteria or Student Grill, and conducting all business office transactions.

This card becomes void upon termination of enrollment.

Lost cards should be reported to the Vice President for Student Services' office. There will be a replacement fee of \$10.

STUDENT HOUSING POLICIES AND PROCEDURES

1. Students living in Residence Halls are required to be enrolled full-time in courses taught on the Decatur Campus that begin in August of each year. If the Residence Halls are not at capacity at the completion of registration, students who are full-time through a combination of on-campus classes, off-campus classes, and/or on-line classes through the Mississippi Virtual Community College, will be considered on an individual basis. Students dropping below 12 semester hours will be required to move from the residence hall.
2. Cable TV and wireless Internet are provided at no cost in all Residence Halls.
3. When a student enrolls and resides on campus at East Central, he/she agrees to accept the policies that govern residence hall life. Failure to observe these policies and regulations subjects the student to disciplinary action based on the professional judgment of those in charge of the residence halls. Any failure to respond to disciplinary action properly makes the student ineligible to live in the residence hall.
4. Students living in the residence hall must purchase a meal ticket. The five-day meal ticket will be valid for fourteen (14) meals, Monday through Friday. The seven-day meal ticket will be valid for eighteen (18) meals, Sunday – Saturday. Athletes, out-of-state students, and others who participate in activities that will require weekend meals are required to purchase the seven-day plan.
5. Students must complete an application for housing and pay a \$60.00 room deposit before being assigned to a room. Both roommates must complete this process before they can be assigned together. The room deposit will be refunded after the student completes the proper withdrawal procedures and room damages are subtracted. A student who fails to properly withdraw will forfeit his/her deposit. You must have an application for admissions on file before your housing application can be processed.
6. Rooms are assigned on a first-come, first-serve basis. Depending upon room availability, students may choose a residence hall, roommate, and a particular room.
7. Overnight visitors in the residence hall must be approved by and registered with the Residence Hall Supervisor and the Director of Student Housing. All visitors are expected to comply with the rules of the institution. Children under the age of 18 are not allowed to stay overnight in the residence halls.
8. Children are not allowed in Residence Hall Rooms. Visitation in the lobby is allowed with the permission of the Dorm Supervisor.

9. Residence Hall students are responsible for their room, hallway, and bathroom and will be assessed for any damage. There will be systematic room inspections each week of all residence halls, at which time rooms must be clean, neat, and attractive. Furniture is inventoried for each room and lobby and must not be removed from these areas. Students will not be permitted to move additional furniture to the dormitory without the permission of the Residence Hall Supervisor. (The College is not responsible for personal items permitted in the residence halls.)
 10. Smoking is not permitted in any campus building or residence hall. Smoking is allowed in designated smoking areas provided throughout campus.
 11. Students must be considerate of fellow students when playing radios, tape players, CDs, televisions, video games, etc.
 12. Residents of campus apartments and residence halls will not be allowed to keep pets of any kind.
 13. Students will not be permitted to display collections composed of alcoholic containers, obscene pictures, etc., in the residence hall.
 14. Any change in room assignments must be approved by the students' Residence Hall Supervisor and the Director of Housing in advance.
 15. Outside antennas for radio, television, etc., are not permitted. Under no circumstances are students allowed to erect antennas or walk on the roof of any building.
 16. Burning candles and/or incense is prohibited in the residence halls.
 17. Opposite sex visitation in residence hall rooms is prohibited. Permission must be granted in advance by the Director of Housing if a visitor of the opposite sex is to enter a room for any reason.
 18. Open house will be observed in all residence halls during Homecoming activities and during Awards Day activities. The times will be posted.
 19. Quiet hours will be observed in all residence halls and campus during the following hours and 24 hours a day during exam week:

10 p.m. to 8 a.m.	Sunday - Thursday
12 a.m. to 7 a.m.	Friday - Saturday
 20. Visitors will be allowed in the lobby of the women's residence halls only when accompanied by a resident of the facility at all times during the following published hours:

6 p.m. to 10 p.m.	Sunday - Thursday
2 p.m. to 6 p.m.	Friday-Saturday
 21. All residence halls will close on the following schedule:
 - Labor Day - Friday at 4:00 p.m.
 - Thanksgiving - Friday at 4:00 p.m.
 - Christmas - 2:00 p.m. on the day of the last examination
 - Martin Luther King Jr. Day - Friday at 4:00 p.m.
 - Spring Holidays - Friday at 4:00 p.m.
 - Easter - Thursday at 4:00 p.m.
- All residence halls will open at 8 a.m. on the day preceding the start of classes during the fall semester and at 4 p.m. on the Sunday preceding the start of classes during the spring semester and on holiday weekends (unless otherwise noted).
22. Students are reminded that the intercom system, washers, and dryers are not to be used after midnight unless an emergency arises.
 23. Returning to the dormitory after 12:00 midnight will be permitted for school-sponsored events.
 24. Falsely pulling a Fire Alarm is a felony. You will be immediately removed from campus housing and will appear before the discipline committee and face expulsion. The College will also press charges with the authorities. This will not be tolerated!
 25. Those students returning to the dormitory after 2:00 a.m. must surrender their I.D. card. The procedure below will be followed:
 - First Offense - The student will be called for a conference with the Dean of Students.
 - Second Offense - The student will be required to meet with the Dean of Students for a conference and a letter of information will be sent to the parents.
 - Third Offense - The student will be charged a Class "C" offense.

The following appliances may be used by students in the residence halls:

Computers • Irons • Dormitory Size Refrigerators • Microwave Ovens
Televisions • VCRs • Video Games • Similar appliances as approved by the Director of Student Life.

The following appliances may NOT be used by students in the residence halls:

Hot plates • Toaster Ovens • Full size refrigerators • Window unit air conditioners • Space heaters
Barbeque grills, unless they are at least twenty feet from the building.
Grills cannot be used under the canopies or walkways of residence halls.

The Director of Housing and the Director of the Physical Plant will conduct an end of the year damage inspection during the week after school dismisses in the spring. Damages will be recorded on the student's withdrawal form.

Abandoned articles will be discarded after two weeks (14 consecutive days). Approval must be obtained in writing from the Director of Student Housing if a student leaves anything in his/her residence hall room after checkout day. (The College is not responsible for articles left in rooms.) Lock your windows and doors when you are not in your room. Ninety-nine percent of thefts at EC are a result of an unlocked room.

EAST CENTRAL COMMUNITY COLLEGE IS NOT LIABLE FOR ANY LOSS OR DAMAGE TO POSSESSIONS DUE TO THEFT, FIRE, NATURAL DISASTER, OR ANY OTHER CIRCUMSTANCES BEYOND OUR CONTROL

PARKING/VEHICLE REGULATIONS

Students having a vehicle on campus must register the vehicle and obtain a parking permit from the Vice President for Student Services' office. The student must complete a registration form, which will include the tag number and the required \$10 fee will be applied to your bill at the Business Office. PARKING PERMITS MUST BE PLACED ON THE PASSENGER SIDE FRONT WINDOW. No decal tickets are \$50.00.

The following regulations apply to all persons operating vehicles on the college campus:

1. Motor vehicles must be operated in a responsible and prudent manner at all times.
2. Intentionally impeding or endangering normal pedestrian or vehicle traffic is prohibited.
3. The maximum speed limit on campus is 15 mph. Speed should be reduced as weather and road conditions dictate.
4. Pedestrians have the right of way at all times. Stop at all crosswalks!
5. All motor vehicles must have mufflers in proper working order. Excessive noise is prohibited. Excessive radio noise is prohibited.
6. Motorcycles should be operated on the campus roads only. All state laws governing the operation of motorcycles should be observed. They must also have a decal.
7. The operation of three or four-wheelers is prohibited anywhere on campus.
8. All parked vehicles must be properly registered and in operable condition.
9. Improper parking, double-parking, and restricted parking tickets are \$10.00. NO DECAL, Handicap space violation, speeding, and reckless driving tickets are \$50.00. Tickets not paid in the Business Office within five school days of the violation will double. All ticket appeals need to be made through the Dean of Students within two school days of the violation.

Restricted areas include:

- A. Areas where signs indicate "NO Parking", "Handicapped", etc.;
- B. Any area marked with yellow paint;
- C. Sidewalks or lawns;
- D. Blockage of sidewalk access; and,
- E. Front of trash dumpsters.
- F. Areas in Clark-Venable Baptist Church that are marked "No Parking" and "Church Parking".

*NOTE: Cars parked illegally on Broad Street or any public roads may be ticketed and removed by the Decatur Police Department. Cars parked illegally in a Handicap Zone are subject to being ticketed by the city police and the EC Police.

All other violations are \$10.00. The amount of the ticket doubles if it is not paid in the business office within five (5) school days of the offense.

10. The parking lot behind Newsome Hall is OFF LIMITS to all female students. The parking lots behind Todd Hall and Winston Hall are OFF LIMITS to all females. The parking lot between Neshoba Hall and Scott Hall is OFF LIMITS to all females. Violators will be charged a class "C" offense. All first floor windows are OFF LIMITS to members of the opposite sex in all dorms.

SPORTSMANSHIP CONDUCT

This code is offered as a guide in promoting sportsmanship while a student and spectator at East Central Community College activities. All students are reminded that any unruly situation could result in immediate probation for East Central in which the activity in which the violation occurs. A detailed set of instructions is listed in the Mississippi College Activities Handbook of Rules and Regulations.

1. Officials will be considered the final authorities in decision-making.
2. Athletes from visiting colleges and their fans should be treated with respect
3. Pride should be taken in promoting good sportsmanship among spectators and players.

STUDENT RIGHTS AND RESPONSIBILITIES

This is one of the most important aspects of college life. As you know, East Central is a state, district, and community-supported college. As such, it is only logical that the residents of the college district should hold certain expectations of the students as well as of the faculty, staff, and administration. It is with this in mind that the following regulations of student conduct have been developed.

Recognizing that freedom of individuals is never absolute but is subject to reasonable restrictions, the College expects students to conform to recognized standards of behavior and to give serious attention to their class work. Furthermore, these behavioral regulations are in effect at all times on campus or whenever a student is representing East Central or whenever a student is being transported in a college-owned or sponsored vehicle (Please refer to Disciplinary Procedures for your rights under these regulations).

STUDENT REGULATIONS

1. East Central takes pride in the appearance of its campus; therefore, students are to put trash in the trashcans conveniently located throughout the campus. The Activity Center and the dormitory lobbies are for the students' leisure time and enjoyment; therefore, students are to assist in keeping them clean.
2. Additional violations of the regulations that occur while one is on probation or restrictions is cause for dismissal and will require that the violator appear before the Discipline Committee.
3. Smoking is not permitted in any campus building or residence hall. Smoking is allowed in designated areas provided throughout campus.
4. Skateboards are prohibited on campus
5. In case of serious illness, an ambulance will be called and parents will be notified. Students will be responsible for their own medical bills. In case of illness at night, the dormitory supervisor should be contacted.
6. The College will assume no responsibility for loss of personal property due to theft, fire, or natural disaster.
7. The Library will close at 9 p.m. The Activity Center will close at 10:00 p.m. Loitering on campus after midnight is prohibited, and students returning to campus after 2:00 a.m. will be required to surrender their ID cards.
8. Violating any Decatur, Newton County, state of Mississippi, or federal statute on campus is a violation of campus regulations and the violator will be required to appear before the proper authorities for disciplinary action.

Violations will be grouped into three main categories. All class "A" offenses will result in immediate and permanent dismissal from living on campus for dorm students and a discipline hearing for all students. Any combination of two class "B" offenses in one school year will result in immediate and permanent dismissal from campus living for dorm students and a discipline hearing for all students. Any two class "C" offenses will equal one class "B" offense.

Any offense that is not listed below will be assigned a class rating by the Vice President for Student Services.

CLASS "A" OFFENSES

- Assault
- Stealing
- Sexual Harassment
- Possession of Drugs or paraphernalia
- Possession of a firearm or weapon (Includes hunting weapons, knives, Paintball Guns and BB Guns)
- Possession of any type of explosive device
- Pulling a false fire alarm
- Failure to obey the direct order of a school official (Includes refusal to surrender I.D. Card)
(Including dorm supervisors and security officers)
- Academic Dishonesty, Cheating, or Plagiarism

CLASS "B" OFFENSES

- Possession of Alcohol or Alcohol Containers
- Unauthorized Entry of Dorms
- Harassing Other Students
- Fighting
- Firecrackers
- Violations of the Standard Norms of Group Behavior in the Cafeteria

CLASS "C" OFFENSES

- Failure to have I.D. card in possession AND Displayed in a Visible Manner
- Failing Room Inspection
- Throwing Foreign Objects at Dorms or Doors
- Littering (Including water balloons)
- Excessive horse play, including water guns
- Causing Any Damage to College Property (Student will also be charged the cost of repair.)
- Smoking Cigarettes, Pipes or Cigars in Unauthorized Areas (Including Dormitory Rooms)
- Excessive Noise/Loud Noise/Undue Noise (Any noise that disturbs other people is excessive)
- Profanity and/or Vulgarity (Includes Music with Obscene Lyrics)
- Entering and/or exiting dormitories via the emergency doors in non-emergency situations
- Unauthorized entering/exiting of the dormitory after the dormitory has been closed
- Female Student Present in Parking Lot behind Todd, Newsome, and Winston Hall and Between Scott and Neshoba Hall
- Inappropriate Dress

Any class "C" offense carries a \$50 fine; any class "B" offense carries a \$100 fine; and, any class "A" offense has no fine attached. However, all students committing a class "A" offense will be required to appear before the Disciplinary Committee and face possible expulsion. Students in violation of campus regulations may also have certain restrictions placed on them.

Fines are to be paid in the Business Office with the receipt given to the Dean of Students. All unpaid fines are treated as fees by the Business Office.

Appeals must be made via the Vice President for Student Services to the Grievance Committee within three days of the conviction. The Grievance Committee's decision may be appealed in writing to the President of the College within 24 hours.

DISCIPLINARY PROCEDURES

Violations of campus regulations which could result in suspension from the College will be considered by the five (5) member Discipline Committee. The Discipline Committee membership shall include a faculty member as chair, an academic counselor, the career-technical counselor, the Student Body Association President, and a faculty member of the opposite sex and race, when possible, of that of the chair of the Committee.

Disciplinary actions or complaints may be brought by either students or school personnel. Such actions or complaints must be presented to the Dean of Students who shall prepare a written account of the violation, i.e., an Incident Report.

The following procedures will be followed:

1. The decision to convene the Discipline Committee will be based on the nature of the offense as outlined in the handbook or the habitual offender criteria. These determinations will be made by the Vice President for Student Services in consultation with the Dean of Students.
2. The accused student will be notified in writing of the charges made and the time and place of the hearing.
3. The accused student will be informed of his/her rights at the same time they are notified of the charges.
4. The accused student will be present during the entire presentation of the evidence and may question the parties initiating the charges and the witnesses.
5. The accused student will be allowed to have counsel at all times. This person may be a student, faculty member, or other adult, but counsel may not speak unless granted specific permission. Counsel may only advise.
6. The accused student will respond first to the charges which have been made and the members of the Discipline Committee will have an opportunity to ask questions.
7. Any available witnesses will be called and asked to give their version of the events. The Discipline Committee and the accused student will have the opportunity to question each witness.
8. After the presentation of evidence and the questioning of witnesses, the Discipline Committee will deliberate in private.
9. A vote will be taken on the guilt or innocence of the accused after the committee has deliberated. If the vote is not guilty, the student shall be dismissed and no further action shall be taken. If the vote is guilty, the accused student shall be recalled and possible sanctions and previous records will be discussed. The accused student may respond to the possible sanctions.
10. The Discipline Committee will deliberate sanctions in private. A vote will be taken on expulsion or a lesser sanction after the committee has deliberated. If the vote is expulsion, the action will be noted on the form. If the vote is for a lesser sanction, deliberation shall continue as to the actual sanction until there is agreement among the majority.
11. The recommendation will be submitted to the Vice President for Student Services for implementation and to the President for his information.
12. The decision of the Discipline Committee may be appealed within three days to the President. All appeals must be in writing and based on extenuating circumstances not fully considered in the hearing or on procedural matters within the hearing process.
13. If appealed to the President, he will take the matter under advisement. A meeting with the student making the appeal and the Vice President for Student Services will be part of the appeals procedure.
14. The decision of the President may be appealed to the Board of Trustees. This appeal must be initiated within 24 hours of the decision made by the President. The appeal must be requested in writing and will be placed on the agenda of the next regular monthly board meeting.
15. If a decision of the Discipline Committee is appealed the imposition of the sanction may be held in abeyance at the discretion of the Vice President for Student Services. Under circumstances which involve a clear threat to the health and safety of individuals, the sanctions will go into effect immediately.

NOTE: The Vice President for Student Services has the authority to designate a special discipline committee when it is not feasible to convene the regularly appointed committee.

DRESS CODE

Each student should exercise mature judgment concerning wearing apparel during daily life on the campus. Cleanliness and neatness are desirable attributes for any person to possess. No manner of dress will be allowed that would disrupt the normal educational and social process. Students wearing clothing deemed inappropriate or offensive will be asked to change to more appropriate wear and violators of this policy will be subject to disciplinary actions.

1. Students will not be allowed to wear extremely short cut-offs, unreasonably short dresses, midriff or cropped tops, extremely revealing halter tops, or "see-through" blouses.
2. The wearing of any type of clothing in an improper or disruptive manner (indecent exposure, pants below the waistline, sexually explicit attire, etc.).
3. Students are not allowed to wear or display any gang symbols.
4. Shirts and shoes must be worn to enter all campus buildings.
5. For the safety of students hoods are not allowed indoors.

Violators of this policy will be subject to disciplinary actions consistent with College Policy 5.5.2.12.2.

STUDENT BODY ASSOCIATION CONSTITUTION

PREAMBLE

We, the students of East Central Community College, in cooperation with the faculty and administration, and within those limits prescribed by the Board of Trustees, adopt the following constitution:

Article I - Name

The name of this organization shall be the Student Body Association of East Central Community College.

Article II - Purpose

The purpose of the Association shall be:

1. To conduct and promote interest in student elections;
2. To promote order and suitable conditions for the intellectual;
3. To maintain cordial relations between faculty and students;
4. To promote the responsibility of hospitality on our campus;
5. To promote the awareness of rights and responsibilities as citizens of a democratic society.

Article III - Meetings

Meetings shall be held on call of the President of the Association or by request of the Council.

Article IV - Membership

The membership of this Association shall be all who register as full-time students at East Central Community College.

Article V - Officers

Section I - Officers of the Association shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer

Article VI - Advisors

The faculty advisor shall be appointed by the President of the College

Article VII - Amendments

Amendments to this Constitution and By-Laws may be presented by the Student Body Association or by fifty (50) students bringing it to the SBA who will in turn present it to the Association. Any amendment must be approved by two-thirds of the student body and the College President before it can be adopted.

STUDENT BODY ASSOCIATION BY-LAWS

Article I - Officers and Committees

Section I - Duties of Officers and Committees

1. The President shall call and preside over all meetings of the Student Body Association and shall appoint necessary committees.
2. The Vice President shall take charge of all duties of the President in the absence of the President.
3. The Secretary shall keep a record of all Student Body Association meetings, lists of all officers and committees, and shall handle all necessary correspondence.
4. The Treasurer shall be in charge of all finances, and shall keep accurate records.
5. The Student Body Association shall have the legislative powers of the Association and shall propose amendments to the Constitution and By-Laws.
6. Other committees shall be appointed by the President and approved by the Student Body Association as the need arises.

Section II - Eligibility of Officeholders:

1. Students must have at least a "C" average to be eligible to hold office.
2. Students must have no disciplinary action on record or pending to be eligible to hold office.

Article II - Election of Officers

Elections of officers of the Association shall be under the supervision of the Vice President for Student Services. The Vice President for Student Services shall prescribe the time and manner of election of the officers of the Student Body Association. The officers of the Association and the sophomore class for the succeeding year shall be elected during the latter part of April of each year.

Article III - Vacancies

Section I - If the President's office is vacated, the Vice President shall take over his office and a new Vice-President shall be elected.

Section II - If the President and Vice President's office are vacated, a special election shall be held to fill these vacancies.

NOTICE OF COLLEGE POLICY AND EDUCATIONAL RIGHTS

East Central Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

1. Students are entitled to have access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Director of Admissions and Records.
3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading, or contain inappropriate data. If a student wishes to challenge the contents, the Director of Admissions and Records will provide a written copy of procedures to be followed.
4. Before any school records will be released to third parties the school must have the student's written consent.
5. Upon receipt of a subpoena or judicial order requiring the Director of Admissions and Records and/or Vice President for Student Services to relinquish control of a student's record, the student will be notified of the subpoena or judicial order before the Director of Admissions and Records and/or Vice President for Student Services will relinquish control of the record.
6. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to

- request the deletion of certain information from school directories. Any request for deletion of directory information must be made within fourteen (14) calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Director of Admissions and Records.
7. The College will maintain a list containing the signature and the date of non-school personnel having access to the student's record. The law allows school officials, including instructors, to have access to a student's record.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of the student's success;
- (2) Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting a student's grade; or,
- (3) Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive environment."

East Central Community College seeks to maintain a work, study, and social environment that is conducive to learning and collegiality. Therefore, any form of intimidation of a sexual nature toward a student will not be tolerated. The following procedures will be followed in dealing with complaints of sexual harassment:

1. Initial complaints should be discussed between the individuals involved. If the individuals involved can come to an agreement relative to the undesired behavior the matter should be settled.
2. If one is not satisfied with the initial discussion, if the problem persists, or if one feels uncomfortable or intimidated by discussing the problem with the alleged perpetrator, the complaint should follow the student complaints procedure as outlined below.
3. Students have the right to follow the due process procedures outlined in the Student Handbook.

STUDENT COMPLAINTS

Any student who wishes to make a complaint to East Central Community College about a college program, a grade received, a service of the college, an employee of the college, or any other aspect of the college should follow the procedures provided in this policy.

The student should first discuss the problem with the faculty member, staff member, or administrator involved prior to initiating formal complaint procedures under this policy. If informal efforts are not productive or appropriate in resolving the complaint, the student should follow the procedures enumerated herein.

- Students who wish to complain about academic or non-academic matters should contact the Vice President for Student Services. The complaint must be in writing and either be hand delivered or mailed to the Vice President for Student Services, East Central Community College, P.O. Box 129, Decatur, Mississippi 39327; telephone (601) 635 2111, ext. 204 or 205.

All complaints will be handled by the Vice President for Student Services or referred to the appropriate college official for response. College personnel who are not directly involved in the alleged problem will review the facts and make the final determination regarding the complaint. Students have the right to use the due process procedures contained in policy 5.5.2.21.1 for all non-academic matters. The only academic matters that may be appealed by a student through due process are those that relate to charges of academic dishonesty and perceived errors in the transmittal of grades. No adverse action will be taken against a student filing a complaint under the provisions of this policy solely on the basis of the complaint filed.

East Central Community College shall maintain comprehensive records of all complaints received for a period of five years. The records shall contain aggregate data on complaints and specific data on each complaint. Documentation required to support this policy shall be maintained in the Vice President for Student Services' office and will contain the following:

1. The Student Handbook, the College Catalog, and the Policies and Procedures Manual;
2. all letters of complaint and/or appeal;
3. written determinations of complaints;
4. all materials related to complaint processing and determination; and
5. a log of complaints.

A log of all complaints will include the following information and will be maintained in the Vice President for Student Services' office.

1. A complaint number assigned to each complaint preceded by the last two digits of the calendar year in which the complaint was filed, e.g., 94-001;
2. the date of receipt of the complaint;
3. the name and address of the complainant;
4. the name of the individual(s) assigned to handle the complaint;
5. the date of response to the complaint;
6. the date of resolution; and
7. the final disposition of the complaint.

An individual file for each complaint will be maintained in the Vice President for Student Services' office and will include the following information:

1. The initial complaint;
2. all correspondence related to the complaint; and
3. written documentation of the final determination with the signatures of the party or parties who submitted the complaint and the representative(s) of the institution who made the final determination.

DUE PROCESS PROCEDURES FOR STUDENT GRIEVANCES

Grievances by an East Central Community College student arising from compliance with the provisions of Title VI of the Civil Rights Act of 1964 and its amendments, Part H of the Higher Education Act of 1965 and its Amendments, Title IX of the Higher Education Act of 1965 and its amendments, Section 504 of the Rehabilitation Act of 1973 and its amendments, the Americans With Disabilities Act of 1990 and its Amendments, and other non-academic matters should first be presented to the Vice President for Student Services. The only academic matters that may be appealed by a student through due process are those that relate to charges of academic dishonesty and perceived errors in the transmittal of grades. The grievance should be written and should be delivered either in person or by mail to the Vice President for Student Services, East Central Community College, P. O. Box 129, Decatur, MS 39327; telephone (601) 635-2111, ext. 375.

Upon receipt of a grievance under the provisions of this policy, the Vice President for Student Services will schedule a hearing before a student-faculty committee within ten (10) days. This committee will be composed of the Vice President for Student Services, the Dean of Students, the President of the SBA or his/her representative, an Academic or Career-Technical Counselor as appropriate, an academic, technical, or vocational member of the faculty as appropriate, and a student-at-large.

The committee and the grievant may call such witnesses as may be required to investigate the grievance. Further, the grievant may have an advisor present during the hearing. However, the advisor may only consult with the grievant and not speak for the grievant.

If the results and/or procedure of the student-faculty committee hearing are deemed unsatisfactory by the grievant, the grievant may appeal in writing within three days to the President of the College who will schedule a hearing within 10 days of the appeal. The decision of the President shall be deemed final with regard to student due process procedures at East Central Community College.

The above three steps shall exhaust full recourse available at the College.

Records of grievances filed under this policy shall be maintained in the Vice President for Student Services' office as stated in policy 5.5.2.21...21.1

DRUG AND ALCOHOL AWARENESS

INTRODUCTION

Federal law requires that every student and employee of East Central get a copy of this brochure. The intent of the requirement is to make you aware of the risks associated with substance abuse. We have tried to include the basic information in a style, which is easy to use. It is our goal that you use this information as you make personal decisions about your life.

EAST CENTRAL'S POLICIES

6.1.4.42: The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at East Central Community College. One's employment at East Central is contingent on the acceptance of the terms of this policy, and employees engaging in such activities are subject to a review of their employment status...

5.5.2.31: ...the following regulations of student conduct have been developed...Possession and/or use of alcoholic beverages, narcotics or other controlled substances are prohibited and are cause for dismissal. Violators will be required to appear before the appropriate authorities for disciplinary action. (Students found guilty by the Discipline Committee are subject to expulsion from school)

AVAILABLE SERVICES

Please contact one of the following people to refer someone who needs or wants help:

Mr. Mitch McCleon, Campus Police Chief

Mr. James Miller, Dean of Students

Mr. Michael Alexander, Academic Counselor

Mrs. Lanette Hanna, Academic Counselor

Mrs. Amanda Walton, Workforce Education Counselor

FEDERAL SANCTIONS

Federal Trafficking Penalties

As of January 1, 1996

CSA	PENALTY 2nd Offense	1st Offense	Quantity	DRUG	Quantity	PENALTY 1st Offense	2nd Offense
I and II	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, or more than life. Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm pure or 100-999 gm mixture 100-999 gm mixture 500-4,999 gm mixture 5-49 gm mixture 10-99 gm pure or 100-999 gm mixture 1-9 gm mixture 40-399 gm mixture 10-99 gm mixture	METHAMPHETAMINE HEROINE COCAINE COCAINE BASE PCP LSD FENTANYL FENTANYLANALOGUE	100 gm or more pure or 1 kg or more mixture 1 kg or more mixture 5 kg or more mixture 50 gm or more mixture 100 gm or more pure or 1 kg or more mixture 10 gm or more mixture 400 gm or more mixture 100 gm or more mixture	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, or more than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million individual, \$20 million other than individual.

Drug	Quantity	First Offense	Second Offense
Others (Law does not include marijuana, hashish or hash oil.)	ANY	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
III	ALL	ANY	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
IV	ALL	ANY	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
V	ALL	ANY	No more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.

*Does not include Marijuana, Hashish or Hash Oil.

Federal Trafficking Penalties-Marijuana

As of January 1, 1996

Quantity	Description	First Offense	Second Offense
1,000 kg or more mixture; or 1,000 or more plants	Marijuana	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not more than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 999 kg; or 100-999 plants	Marijuana	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.
50-99 kg mixture; or 50 to 99 plants	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, not more than life. Fine \$2 million individual, \$10 million other than individual.
Less than 50 kg mixture	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
10 kg or more	Hashish		
1 kg or more	Hashish Oil		

STATE SANCTIONS

Mississippi Drug Trafficking Penalties (Except Marijuana)

	First Offense	Subsequent Offenses
Schedules I and II	Maximum jail term of 30 years or Maximum fine of \$1,000,000 or both	Twice the penalty for a first offense See notes 1 and 2
Schedules III and IV	Maximum jail term of 20 years or Maximum fine of \$250,000 or both	Twice the penalty for a first offense See notes 1 and 2
Schedule V	Maximum jail term of 10 years or Maximum fine of \$50,000 or both	Twice the penalty for a first offense See notes 1 and 2

Note 1: Sale or transfer of certain amounts of marijuana and other controlled substances within a 12-month period carries a sentence of life imprisonment with no possibility of parole or suspension.

Note 2: Anyone over 21 years old convicted of sale or manufacturing of Schedule I-V drugs to a person under 21 years of age may be fined as set out above, and may be imprisoned for twice the stated time.

Mississippi Possession Penalties (Except for Marijuana)

	First Offense	Subsequent Offenses
1. Schedules I and II	Maximum jail term of 3 years or Maximum fine of \$30,000 or both	Twice the penalty for a first offense.
2. Schedules III, IV, and V	Maximum jail term of 1 year or Maximum fine of \$5,000 or both	Twice the penalty for a first offense.

Mississippi Marijuana Penalties

A. Trafficking

1. First offense - one ounce or less; Maximum jail term of 3 years; or Maximum fine of \$3,000, or both
2. First offense - less than one kilogram but more than one ounce; Maximum jail term of 20 years; or Maximum fine of \$30,000, or both
3. First offense - one kilogram or more; Maximum jail term of 30 years; or Maximum fine of \$1,000,000, or both
4. Subsequent offenses - Twice the above-stated penalties
5. See Notes 1 and 2 above

B. Possession

1. One ounce or less
 - * First Offense - fine of \$100 to \$250
 - * Second Offense within 2 years - fine of \$250 and 5 to 60 days in jail and mandatory participation in drug education program
 - * Third offense within 2 years - fine of \$250 to \$500 and 5 days to 6 months in jail
2. More than one ounce but less than one kilogram
 - a. Maximum jail term of one year or maximum fine of \$1,000, or both or
 - b. Maximum jail term of 3 years or maximum fine of \$3,000 or both
3. One kilogram or more
 - Maximum jail term of 20 years, or maximum fine of \$1,000,000, or both
4. Possession in a motor vehicle of more than one gram but less than one ounce
 - Maximum jail term of 90 days and maximum fine of \$1,000

Mississippi Penalties for Illegal Alcohol Sales, Possession, and Driving Under the Influence

Sale or transfer of alcoholic beverages to a person under 21 years of age

First offense -

Fine of \$500 to \$1,000

Subsequent offenses -

Fine of \$1,000 to \$2,000, or maximum jail term of 1 year, or both

Possession or purchase of alcoholic beverages by a person under the age of 21 years -

Fine of \$100

Misrepresentation of age to purchase alcoholic beverages

Fine of \$25 to \$500, or 30 days of community service, or both

Driving under the influence of alcoholic beverages or other impairing substances

- * First offense - Fine of \$250 to \$1,000, or jail term of 24 hours, or both, and driver's license suspended for 90 days
- * Second offense within 5 years - Fine of \$600 to \$1,000 and jail term of 48 hours to 1 year and driver's license suspended for 2 years
- * Third offense within 5 years - Fine of \$800 to \$1,000 and jail term of 30 days to 1 year and driver's license suspended for 5 years
- * Fourth and subsequent offenses within 5 years - Fine of \$2,000 to \$5,000 and jail term of 90 days to 5 years and driver's license suspended for 5 years

Note: in addition to the above penalties, an individual driving a motor vehicle under the influence of alcohol, and negligently causing death or injury to another, faces a maximum jail term of 10 years.

HEALTH RISKS

Drugs are chemical substances affecting both the mind and body. The use of any drug may affect an unborn child. The prolonged use of any drug may lead to physical and/or psychological dependence. An overdose of any drug may lead to death. The following list includes the various kinds of drugs, common names of drugs, and descriptions of the possible health risks. This list is not extensive, and other risks may be involved.

<u>DRUG/STREET NAMES</u>	<u>HEALTH EFFECTS</u>	<u>SYMPTOMS</u>
Alcohol , beer, wine, wine coolers, liquor (1-12 hours effect)	Causes depressions, aggression, slurred speech, muscular incoordination. Frequent use can lead to cirrhosis of liver, pancreatitis, brain disorders, vitamin deficiencies & malnutrition. Can lead to coma or death in large quantities.	Puffiness of face, redness of eyes, depression disorientation, shallow respiration, nausea, cold and clammy skin, dehydration, slurred speech, impairs muscle coordination memory and judgement.
Marijuana /pot, reefer, grass, THC, hash, hash oil, herb, cannabis (2-4 hours effect)	Can impair memory perception and judgment by destroying brain cells. Raises blood pressure. Contains more known carcinogens (poisons) than cigarettes.	Euphoria, relaxed inhibitions disoriented behavior, staring off into space, hilarity without cause. Time distortion. Bloodshot eyes, dry mouth & throat, increased appetite.
Barbiturates, methaqualone /Quaaludes, ludes, yellow jackets, red devils, blue devils, Nebutal, Seconal, spools, Valium, Tranxene, Xanax, Librium (1-16 hours effect)	Can cause slurred speech; staggering gait; poor judgement, and slow uncertain reflexes. Large doses can cause unconsciousness and death. Mixing of these depressants with alcohol causes thousands of accidental deaths in US each year.	Fatigue, hallucinations, depression. Slurred speech, disorientation, drunken behavior with no odor of alcohol. Sedation, fatigue, decreased breathing, pulse and blood pressure.
Cocaine /coke, snow, blow, gold dust, lady, Bernice, C, toot (1/2 to 2 hours effect)	Causes dilated pupils, increased blood pressure, heart rate, breathing rate & body temperature. Can cause seizures, heart attacks and death.	Apathy, Anxiety, sleeplessness, paranoia, hallucinations, craving for more cocaine. Weight loss. Constant sniffing. Mood swings.
Crack Cocaine /crack, rock (5-10 minute effect)	More & stronger cocaine is getting to the brain quicker, increasing risks of cocaine use.	Same as cocaine
Amphetamines /uppers, speed, black beauties, dexies, bennies, crystal meth, crank, crystal, ice, hearts, crossroads, white crosses, caffeine, nicotine, diet pills (1/2 to 2 hours effect)	Increases heart rate, breathing rate, blood pressure. High doses can cause tremors, loss of coordination & death from stroke or heart failure. Frequent use of large amounts can produce brain damage, ulcers, malnutrition, hallucinations, convulsions and coma.	Decreased appetite, dilated pupils, sleeplessness, agitation, unusual increase in activity, mood swings, paranoia, anti-social behavior, loss of appetite, anxiety, weight loss.
PCP (phencyclidine)/angel dust, killer dust, killer weed, crystal cyclone, elephant tranquilizer, rocket fuel (Variable effects)	Increased heart rate, and blood pressure. Large doses can cause convulsions, comas, heart & lung failure and ruptured brain vessels. Users may show long-term effects on memory, judgement, concentration & perception.	Sweating, dizziness, numbness, hallucinations, confusion, agitation. Violence and aggression or silence & withdrawn state. Poor perception of time and distance. Over dose can lead to death.
NARCOTICS		
Heroin /Mexican brown, China White, Persian Porcelain, "H", smack, horse, junk, black tar, Codeine, Morphine, Opium, Meperidine-demoral, Paragoric, Percodan, Fentanyl, Darvon, Talwin, Tussionex (12-24 hours effect)	Repeated use can lead to infections of the heart lining & valves, skin abscesses & congested lungs. May cause nausea and vomiting. Can lead to convulsions, coma & death.	Watery eyes, runny nose, yawning, loss of appetite, tremors, irritability panic, chills, sweating, cramps, nausea, apathy, euphoria, itching, constricted pupils, reduced vision.
Gas & Glue rush, Locker Room, aerosol cans, Poppers, snappers, amyl nitrate, gasoline, lighter Fluid, whippets. (Inhaled through a saturated Cloth or in a bag covering nose and mouth.) (Variable effects)	Brain damage occurs when used over a long period of time. All these chemicals carry considerable risk, particularly of cardiac arrhythmia. Nausea, vomiting. Can also cause suffocation the first time or any time used.	Lack of coordination, slurred speech, drowsiness, loss of appetite, fatigue. Hallucinations, dizziness, scrambled words & disconnected sentences. Nausea, running nose, decreased heart rate.
Hallucinogens/LSD , Mescaline, Peyote, Mesc. buttons, Psilocybin, magic mushrooms, acid, blotteracid, MDA-love drug (3-12 hours effect)	Dilated pupils, nausea, increased blood pressure, hallucinations, stomach cramps, blackouts. Flashbacks, a recurrence of the drug effects, may be a problem for some. Overdose can lead to death.	Beady eyes, nervous, erratic behavior, laughing, crying, panic, personality changes, sees "smells", "hears" colors. Marked depersonalization. Psychological changes can be permanent. Poor perception of time and distance. Overdose can lead to death.
MDMA /Adam, Ecstasy, X-TC (A Designer Drug: Structural analogs of controlled substances.) (Variable effect)	Increased heart rate & blood pressure. Blurred vision, chills, sweating. Believed to cause permanent brain damage.	Confusion, depression, sleep problems, anxiety, paranoia, muscle tensions, involuntary teeth clenching, nausea.
Steroids (Variable effect) <i>Source: National Institute on Drug Abuse</i>	Can develop liver cancer, cardiovascular Problems, sterility, sexual dysfunction and stunted growth.	Similar to effects of anti-depressants and stimulants. Can increase moodiness and Aggressive behavior

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

A CAMPUS POLICY FOR REPORTING EMERGENCIES

Students, faculty or staff members may report emergencies of any kind by contacting the Campus Police Department at 601-635-6268 or 601-527-8939. Officers are on duty 24 hours a day, 7 days a week.

Faculty, staff and administration are advised to inform students, employees or visitors to report any crime occurring on campus to the Campus Police Department at the above listed numbers.

ECCC CAMPUS POLICE DEPARTMENT

The ECCC Campus Police Department is a fully certified police department with full arrest power as authorized by Section 37-29-27 Miss. Code 1972. The department is vested with the authority to enforce all federal, state and local laws as well as all policies and regulations of East Central Community College.

Full-time campus police officers are certified by the State of Mississippi as professional law enforcement officers. These officers are not only responsible for law enforcement, but also emergency management, and support services unique to the college community.

The mission of the ECCC Campus Police Department is to provide a safe, secure environment for all faculty, staff and students of East Central Community College. To accomplish this mission, the department provides crime prevention, criminal investigation, traffic control and other related services.

STUDENT ORIENTATION SESSION

Students are informed of security procedures and practices through the Student Orientation sessions. The Vice President for Student Services and the Dean of Students conduct a Dormitory Meeting with all Campus Residents at the beginning of each semester.

WRITTEN INFORMATION

Student Handbooks are given to all students at registration. This handbook contains information about campus traffic regulations, reporting and security procedures.

EAST CENTRAL COMMUNITY COLLEGE FEDERAL CRIME AWARENESS AND CAMPUS SECURITY ACT STATISTICAL DATA CALENDAR 2013

OFFENSE	CASES REPORTED	CASES CLEARED
Homicide	0	0
Forcible Rape	0	0
Assault	6	*6
Robbery	0	0
Burglary	9	*0
Theft	10	*2
Motor Vehicle Theft	0	*0
Reckless Driving	15	*15
Liquor Law Violations	10	*10
Destruction of Properties	2	*2

* Cases cleared via the discipline policies/procedures of East Central Community College

** None of the crimes reported for this period were classified as a hate crime

SECURITY IS A SHARED RESPONSIBILITY

STUDENTS ARE EXPECTED TO:

- * Lock the doors and windows to their rooms at all times.
- * Refrain from allowing strangers to enter their rooms.
- * Call campus police or residence hall staff for assistance when needed.
- * Walk with others at night on campus.
- * Report suspicious persons/activities to residence hall staff or campus police immediately.
- * Report crimes immediately to campus police.
- * Take appropriate steps to secure personal property such as bikes, cars, jewelry, etc.
- * Participate in security-related programs.
- * Read, understand, and abide by the College and Residence Hall Rules and Regulations.
- * Provide input to the College about how the campus can be made safer.
- * Report, in writing, instances of obscene or harassing telephone calls or conversations.
- * Provide insurance coverage for personal belongings.

DO YOUR PART!!!

2013 Warrior Football Schedule

Thursday, August 29	Itawamba	Away	7 p.m.
Thursday, September 5	East MS	Away	7 p.m.
Thursday, September 12	Co-Lin	Home	6:30 p.m.
Thursday, September 19	Southwest	Away	7 p.m.
Thursday, September 26	Hinds	Away	6:30 p.m.
Thursday, October 3	Jones	Home	6:30 p.m.
*Saturday, October 12	MS Delta	Home	2:30 p.m.
Saturday, October 19	Pearl River	Away	2 p.m.
Thursday, October 24	MS Gulf Coast	Home	6:30 p.m.
*Homecoming			

2013 Warrior Soccer Schedule

Date	Day	Opponent	Location	Time
8/22	Thursday	Co-Lin	Wesson	4:00/6:30
8/24	Saturday	MS College (JV)	Clinton	4:15 (men)
8/27	Tuesday	Southwest	Summit	3:00/5:00
8/30	Friday	Meridian	Meridian	2:00/4:00
9/4	Wednesday	Jones	Decatur	3:00/5:00
9/6	Friday	MS College JV	Clinton	3:00 (women)
9/10	Tuesday	Hinds*	Decatur	3:00/5:00
9/13	Friday	Itawamba*	Fulton	2:00/4:00
9/17	Tuesday	Holmes*	Ridgeland	2:00/4:00
9/20	Friday	Northwest*	Senatobia	2:00/4:00
9/24	Tuesday	Co-Lin	Decatur	2:00/4:00
9/27	Friday	Southwest	Decatur	2:00/4:00
10/2	Wednesday	Meridian	Decatur	2:00/4:00
10/4	Friday	Gulf Coast	Perkinston	5:00/7:00
10/11	Friday	Hinds*	Raymond	5:00/7:00
10/16	Wednesday	Itawamba*	Decatur	2:00/4:00
10/18	Friday	Holmes*	Decatur	2:00/4:00
10/22	Tuesday	Northwest*	Decatur	2:00/4:00
10/25	Friday	Pearl River	Decatur	2:00/4:00
10/29	Tuesday	Quarterfinals	#2 Seed Home	TBD
11/2	Saturday	State Tourney	Semi-finals	TBD
11/3	Sunday	State Tourney	Finals	TBD

North Women's Champion Host

*Represents Division Opponent

ACCREDITATION

East Central Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College.

NONDISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI, ADEA, and Title IX is coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, thouston@ecccc.edu.

Inquiries regarding compliance with Section 504 and ADA is coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rlee@ecccc.edu.

DRUG FREE SCHOOL

East Central Community College adheres to the requirements of the Drug Free Workplace Act and the Drug Free Schools Act passed by the United States Congress and signed by the President. The possession, manufacture or distribution of controlled substances is a violation of college rules and regulations. Please refer to the appropriate policies and disciplinary procedures outlined in this handbook and/or Health Related handbooks for more details.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In compliance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, November 8, 1990, as amended 1993, East Central Community College provides statistical data on its graduates and the Campus Security Report. For further information, students may contact the Vice President for Student Services.

INTELLECTUAL PROPERTY

This statement provides guidelines for the management of intellectual property resources produced by East Central Community College faculty, administration, staff, students, or anyone utilizing college facilities or engaging under the direction of college personnel.

The Intellectual Property Policy 6.1.4.8.1 is located in the ECCC Policies and Procedures manual on the college website at www.ecccc.edu.